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**UNIDO**


**IRMS**PLUS **FINAL MANUAL**

**Project:** **TF/RAF/96/A10**
**Contractor:** **TPFL**
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# Contents

## 1. Abstract

This document gives an overview of the functionality of the IRMS+ web site for Data Entry via a password protected section of the web site.

## 2. Introduction

The IRMS+ web site provides a method for web users to search and access information regarding UNIDO's INTIB projects.

Initially countries from Africa will be included but as the project develops over several years many countries world wide will be included.

Information regarding a countries economic development, investment opportunities and commercial enterprise will be included in the web site for public access.

Information regarding a specific country is entered into the web site via the "Data Entry" private section of the web site. The Data Entry section is password protected and allows members of UNIDO staff at various focal points world wide to input information into a database that is associated to the IRMS+ web site.

The IRMS+ Data Entry section of the web site is logically split into two main areas

1. Data Entry
2. Editing existing data

A designated user of the Data Entry section obtains access by logging into the system via a User Name and Password. Both of these are administrated by the IRMS+ administrator. The Login web page is shown below in Figure 1.

*Figure 1: Data Entry Login*

**IRMS+ Data Entry**

Please enter your User Name: [                    ]

Please enter your Password: [                    ]

[Login]

To exit this *login* page and go back to the IRMS main web site:

Either.....

1. Select the IRMS public site that should be visible on your Windows Status Bar.
2. Click on the Browsers Exit button at the top right hand side of the screen

From Figure 1 it can be seen that a user is required to enter their User Name and Password.

If the User Name and/or Password are invalid for what ever reason the user is informed of this and is asked to re-enter their details again.
On successful verification a user of this Data Entry section is automatically redirected to the main Data Entry page as shown below in Figure 2.

**Figure 2: Main Data Entry Page**
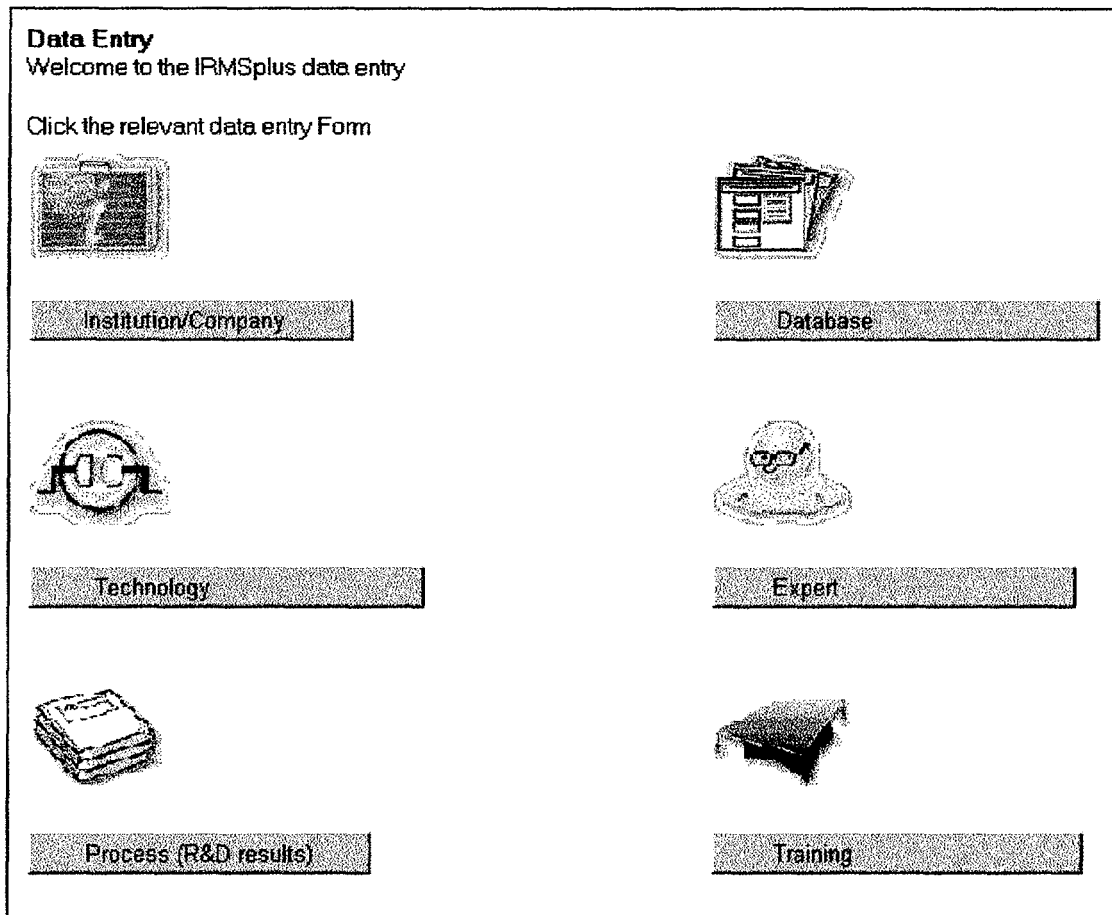


From Figure 2 above it can be seen that there are six sections of Data Entry.

1. Institution / Company
2. Database
3. Technology
4. Expert
5. Process (R&D Results)
6. Training

This manual will deal with each of the six sections separately.

## 3. Image Representation

As can be seen from Figure 2 above the six Data Entry sections all have an associated image to represent them. This symbolic representation is used mainly to identify where a Data Entry is linked to another Data Entry , this is described later when the Delete Information options are discussed. But it worth noting the images and their association.

## 4. Institution / Company

As the name suggests this section is concerned with obtaining information about institutions of any type e.g. private companies, institutions such as universities, organisations, collective associations etc.

The Institution / Company section is divided into three sub sections namely

## 4.1 Parent

Where a Parent institution or company is one, which is autonomous and is not linked to any other "higher" institution.

## 4.2 Sub Ordinate

A Sub-Ordinate institution is linked to a Parent institution, e.g. a large company which run a business in the field of textile production is managing 4 businesses for spinning, weaving, dyeing and fashion production. These 4 businesses may be autonomous but they are still parts of the large company administration, etc.

## 4.3 Not Associated

Not Associated, as the name suggests is an institution which is not link to any other institution. At first sight this may seem similar to that of a Parent institution but the difference is that a Parent institution may at a later stage be "linked" to another institution where as a Not Associated institution may never be linked.

The Institution / Company form and the other five Data Entry sections have the same functionality e.g.

1. Enter information

A user will enter information for a new institution

2. Edit / Update existing information

Existing information can be edited by a user once it has been submitted

3. Delete existing information
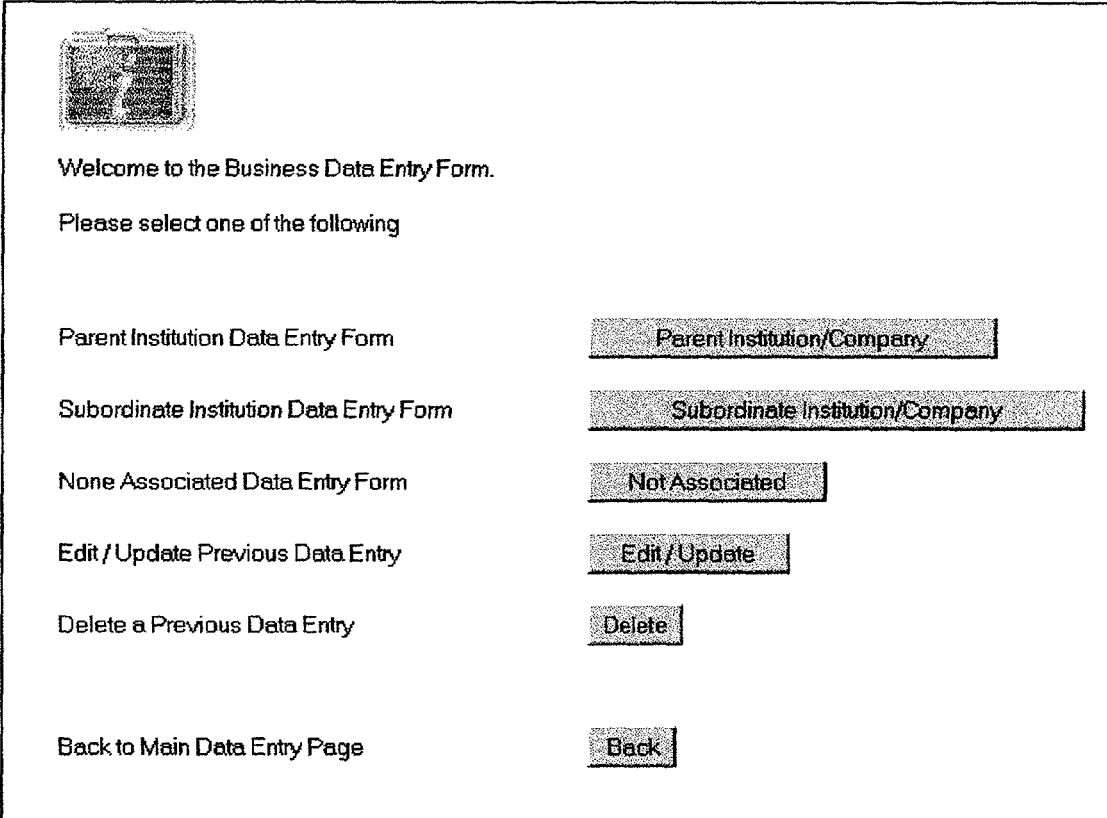
A user can delete information, but this is subject to strict "relational" links between the information already entered. For example, if a user wishes to delete an institution but the institution is linked to one or several other Data Entry sections then the institution is not allowed to be deleted until all it's relational links have them self been deleted.

This is known as "relational or referential integrity" it is a term borrowed from pure database theory.

## 4.4 Institution Main Page

By selecting the Institution / Companies button from Figure 2 a Data Entry user will be presented with another page as shown below in figure 3.

*Figure 3: Institution / Companies Edit Page*

Welcome to the Business Data Entry Form.

Please select one of the following

| | |
|---|---|
| Parent Institution Data Entry Form | Parent Institution/Company |
| Subordinate Institution Data Entry Form | Subordinate Institution/Company |
| None Associated Data Entry Form | Not Associated |
| Edit / Update Previous Data Entry | Edit / Update |
| Delete a Previous Data Entry | Delete |
| Back to Main Data Entry Page | Back |

A description of each of the buttons functionality has already be given but it should be noted that: If there is no information in the database entered by "this" user then the two buttons "Edit / Update" and "Delete" will not be shown, as there is no information to edit or delete.

## 4.5 Parent Institution/Company Data Entry

After selecting this button the main Data Entry page for this option is displayed. Due to the size of this (and the other Data Entry pages) an image of this page is not shown in this manual. However, a description of the fields in this Data Entry section is given below, Table 1

## Table 1: Description of Data Entry Fields for Institutions / Companies

| NAME | TYPE | TEXT SIZE | DESCRIPTION | REQUIRED |
|---|---|---|---|---|
| Business ID | Text | 128 | A description of the data currently being entered. This will be used to uniquely identify this Data Entry at a later date e.g. for updating | Yes |
| Name of Parent Institution (Link): | List | - | An link to an existing Parent institution (**Note:** this field is only displayed for Sub-Ordinate Institutions Data Entry) | Yes |
| Name of Institution | Text | 128 | The actual name of the Institution | Yes |
| Acronym | Text | 32 | The abbreviation or acronym of the institution name | No |
| Address | Text | 128 | The address of the institution | No |
| Tel/Fax | Text | 64 | Telephone and/or FAX number or any other contact 'phone number | No |
| Size of Business | List | - | The size of the institution/company selected from a list of UNIDO designated types | No |
| Legal Status | List | - | The legal status (as registered by that company) selected from a list of UNIDO designated types | No |
| Type of Institution | List | - | The primary function of the institution. Selection from a list of UNIDO designated types | No |
| Established Year | Text | 4 | The date that the institution was established, was formed, start to trade . etc. | No |
| Geographical Coverage Area | List | - | Select a country and/or region as to where this institution is located | No |
| Cooperating Organizations | Text | 128 | Any other information as to partnerships or links to other external institutions that this institution may be part of | No |
| Number of Employees | Text | 6 | The total number of employees at an institution | Yes |
| Male | Text | 6 | The total number of male employees at an institution | Yes |
| Female | Text | 6 | The total number of male employees at an institution | Yes |
| Ownership | Text | 128 | Details of the actual owners of the institution | No |
| Working Languages | Text | 128 | The primary language or languages of the institution | Yes |
| Main Industrial Sub Sections | Multiple Selection List | - | UNIDO designated list of Industrial activities. This list is for an institutions current production. | No |
| Planned Industrial Sub Sections | Multiple Selection List | - | Similar to the above field except that this field will indicate any future production activities | No |
| Products | Text | 8128 | A general description of the product or products that an institution currently produces | No |
| Email | List | - | The UNIDO focal point contact email for the country that the institution belongs to | No |

After completing the Data Entry form the user must then click on the "Submit" button to send the information to the database.

**Note:** From Table 1 above it can be seen that there are certain fields that must contain information. On the web page these fields are indicated with a red marker. A user will not be able to send their information to the database until the required fields contain information.

Having successfully entered information and pressed the submit button a user is then shown the information they have just entered. This is to enable the user to perform a final check on their information be finally committing the information to the database. Figure 4 shows a typical "view" of their information prior to them finally submitting it to the database.

***Figure 4: View of Information Prior to Submission to the Database***

BUSNESS INFORMATION FORM

Please verify that the information below is correct.
If this information is correct press the Submit button to enter this information ir
If this information is NOT correct and you wish to alter any of the fields, press

## General

| | |
|---|---|
| *Business ID:* | 123-ABC |
| *Name of Parent Institution (Link):* | ABC Institution |
| *Acronym :* | ABCI |
| *Address:* | 123 The Street , A Town |
| *Tel/FAX:* | 123 456 789 |
| *Size of Business:* | Small-Scale (9-20 Employees) |
| *Legal Status:* | Private Company |
| *Type of Institution:* | Manufacturing |
| *Established Year:* | 1996 |
| *Geographical Coverage Area:* | AFRICA |
| *Cooperating Orgnizations:* | None |

## Profile

| | |
|---|---|
| *Number of employees:* | 10 |
| *Male:* | 6 |
| *Female:* | 4 |
| *Ownership:* | Private |

o

*Figure 4 continued*

| | |
|---|---|
| *Working languages:* | English |
| *Main Industrial Sub-Sector(s):* | 311 Food products |
| *Planned Industrial Sub-Sector(s):* | 3111 Slaughtering, preparing and preserving meat |
| *Products:* | Cooked Meats |

**Communications**

| | |
|---|---|
| *Email:* | None |

Submit     Back

From Figure 4 it can be seen that there are some sample information for the purpose of this example. A user can either select the "Submit" button to finally submit this information to the database or select the "Back" button, this will return the user to the Data Entry page again so that the user can modify their information if required.

## 4.6 Sub-Ordinate Institution

For a Sub-Ordinate institution a user must select a Parent institution that the sub-ordinate institution belongs to.
Figure 5 shows the additional field that is required for a sub-ordinate institution.

*Figure 5 Additional Field for Sub-Ordinate Institutions*

BUSNESS INFORMATION FORM

**General**

Business ID: [                                    ]

Name of Parent Institution (Link): [Please Select from the List ▼] [View]

Name of Institution:
```
Nshima Ltd
Tiger Animal Feed
Duncan, Gilbey and Matherson (Z) Ltd
```
Acronym:
```
Golden Breweries Ltd
National Breweries Ltd HQ
```
Address:
```
Basildon Int. Ltd
Kankoyo Breweries Ltd
```
Tel/FAX:
```
Kings Breweries Ltd
Northern Breweries PLC
```
Size of Business:
```
Zambian Breweries PLC Kitwe
Zambian Breweries PLC Kabwe
Cadbury Scheppes (Z) Ltd
Copperbelt Bottlig Company Ltd Chingola
```
Legal Status:
```
Copperbelt Bottling Co Ltd Kitwe
Copperbelt Breweries
Zambia Bottlers Ltd
Central Cigarette Manufacture Ltd LUS GR
Amaka Cotton Ginneries Lrd
```
Type of Institution:
```
Cotton Ginnery
LINTCO (Z) Ltd
```
[Training ▼]

Established Year: [      ]

Geographical Coverage Area:
[Please Select from the List ▼] **

From Figure 5 it can be seen that the additional field, a list box contains the names of other institutions available to the user to link to.

To the right of the list box a button named "View" can be seen. This button will open a separate browser window and will show the user the information already entered into the database for the institution name selected from the list box.

## 4.7 Editing Existing Institution Information

Once a user has entered information to the database it may be necessary to alter this information.

**Note:** Only information entered by that user maybe edited by that user i.e. A user may not edit other users information. Only the UNIDO system administrator can alter information entered by all users.

On selecting the "Edit / Update" option shown in Figure 2 a selection page of editable institutions is shown, see Figure 6 below

**Figure 6 Edit Selection**

---

# Edit / Update

Data Entries are listed in the date order that they were submitted

There are **4** Data Entries to Edit / Update. There are 25 Data Entries to 1 Result Page

Result Page 1 of 1

| Title | Type | Date Submitted |
|---|---|---|
| 123-ABC | Parent Institution | 01/08/00 |
| 789-XYZ | Parent Institution | 01/08/00 |
| SubOrd 123 | Subordinate Institution | 01/08/00 |
| NotAssociated 123ABC | Not Associated | 01/08/00 |

---

As can be seen from Figure 6, there are four entries that a user has entered. Information about the entries can be seen to be Title, Type and Date Submitted. The title is used to describe an institution. The type as can be seen describes the type of institution as discussed earlier, and finally the date that the user originally entered the institution information into the database.

By clicking on any of the Titles, which can be seen are URLs to the specific institutions page, a user may edit the original information.

**Note:** As can be seen there are only four data entries in Figure 6. A maximum of twenty five are shown on any one page at a time. If there are for example one hundred and ten entries, these will be shown on five separate pages e.g. 1 to 25 on one page, 26 to 50 on the next page and so on. The first page will have a "Next Page" button, a user clicks on this and the next twenty five institution entries are displayed. The last page will only display a "Previous Page" button, where as all pages between the first and last will display both the " Next Page" and "Previous Page" buttons.

A portion of an "edit" page is shown below in Figure 7.

As can be seen the data fields are populated with the original information. The fields that cannot be populated have their information highlighted. Using Figure 7 below for the data field titled "Size of Business" it can be seen that the original information was "Small-Scale (9-20 Employees)". The list box underneath has "Please Select from the List" as the selected item. If this information is submitted to the database the database knows that the information "Please Select from the List" is not valid information so this is ignored and the original value is used e.g. "Small-Scale (9-20 Employees)". Only when new valid information is inputted will the database use that newer information in preference to the original information.

**Figure 7: Partial Screen Capture of the Institution "Edit" Data Entry Section**

---

**BUSNESS INFORMATION FORM**

| General | |
|---|---|
| Business ID: | 123-ABC |
| Name of Institution: | ABC Institution |
| Acronym : | ABCI |
| Address: | 123 The Street , A Town |
| Tel/FAX: | 123 456 789 |
| Size of Business: | Original Size of Business :<br>**Small-Scale (9-20 Employees)**<br><br>Please Select from the List ▼ * |
| Legal Status: | Original Nature :<br>**Private Company**<br><br>Please Select from the List ▲<br>State-owned Company<br>Private Company<br>State-owned Institute/organization ▼ * |
| Type of Institution: | Original Function :<br>**Manufacturing**<br><br>Please Select from the List ▲<br>Manufacturing<br>Research<br>Training ▼ * |
| Established Year: | 1996 |
| | Original Geo Coverage Area :<br>**AFRICA** |

## 4.8 Deleting Institution Information

As with Editing information a Data Entry user can only view and edit their own particular information. After selecting the Delete option a page similar to Figure 8 maybe shown.

*Figure 8: Institution Data Entry: Delete Information Option*

<div>

### Delete

Data Entries are listed in the date order that they were submitted

There are **4** Data Entries to Delete. There are 25 Data Entries to 1 Result Page

Result Page 1 of 1

| Title | Date Submitted | Linked |
|-------|----------------|--------|
| 123-ABC | 01/08/00 | |
| 789-XYZ | 01/08/00 | |
| SubOrd 123 | 01/08/00 | |
| Not Associated 123ABC | 01/08/00 | |

</div>

From Figure 8 it can be seen that there are four Data Entries entered but only two are allowed to be deleted i.e. their respective URLs are still active e.g. a standard blue underlined character string.
The top two Data Entries are not allowed to be deleted because they are themselves linked to other Data Entry sections. Earlier in this document a brief description of images associated with Data Entry sections was given.

From Figure 8 it can be seen that Institution 123-ABC (Title) is linked to two other Data Entry sections i.e. Technology and another Institution. Therefore the institution named 123-ABC cannot be deleted, this can be seen as there is no URL for this entry under the Title entry.
From Figure 8, it can also be seen that there is a subtle variation within the images and their respective Data Entry sections. The image that represents an Institution is represented by an *i* on a blue background. But, above there are two *i* *(II)* . This indicates that the institution is linked to a another institution which is in turn a Sub-Ordinate institution.

The institution named 789-XYZ can be seen to be linked to , a Technology section, a Sub-Ordinate Institution section and a Process R&D Results section and cannot therefore be deleted.
If the user wishes to delete an institution that user must first navigate to the other section or sections and remove the link to the institution in question. When all links have been removed then the institution in question will be allowed to be deleted.

A Data Entry user may be required to delete an institution that is linked to another Data Entry section. If this user did not create the other Data Entry in the other Data Entry section, i.e. entered by another user ID and password, then, this current user cannot navigate to this other Data Entry section and delete the link.

Why ?

Because, the current Data Entry user was not responsible for the other Data Entry so does not have the "user rights" to edit the other users Data Entry.
In this case a Data Entry user will have to contact their UNIDO / IRMS local supervisor who will take action by first contacting the UNIDO / IRMS system administrator.

**Note:** A user can only access their own information within the Data Entry sections.

**Note:** By clicking on the images that indicate a "link" to another Data Entry a "popup" window is displayed showing the Title and the Name of the Data Entry person who entered the original information.

After selecting an "active" URL to delete a Data Entry the information for that Data Entry is displayed, this can be seen below in Figure 9.

By selecting the "Delete" button, this Data Entry will be deleted from the database. If this Data Entry is not to be deleted, then by selecting the "Back" button, the user will be returned to Data Entry delete "Selection" page again.

**Note:** A with the Edit pages, the Deletion pages will show the first twenty five Data Entries and in quantities of twenty five there after.

*Figure 9:*

| BUSNESS INFORMATION FORM |
| --- |
| Please verify that the information below is correct. If this information is correct press the Submit button to enter this information into the IRMSplus database. If this information is NOT correct and you wish to alter any of the fields, press the Back button. |

**General**

| | |
| --- | --- |
| *Business ID:* | Not Associated 123ABC |
| *Name of Parent Institution (Link):* | Test Institution |
| *Acronym:* | TI |
| *Address:* | 123 The Street, A Big City |
| *Tel/FAX:* | 123456 |
| *Size of Business:* | Large-scale (more than 50 Employees) |
| *Legal Status:* | Private Company |
| *Type of Institution:* | Computer/Internet facilities |
| *Established Year:* | 1992 |
| *Geographical Coverage Area:* | AFRICA |
| *Cooperating Orgnizations:* | Not Known |

**Profile**

| | |
| --- | --- |
| *Number of employees:* | 12 |

Figure 9 ...( continued )

| | |
|---|---|
| *Male:* | 6 |
| *Female:* | 6 |
| *Ownership:* | Not Known |
| *Working languages:* | English |
| *Main Industrial Sub-Sector(s):* | 3909 Manufacturing industries not elsewhere classified |
| *Planned Industrial Sub-Sector(s):* | 3909 Manufacturing industries not elsewhere classified |
| *Products:* | Internet Service Provider with a 2M-bit line |

**Communications**

*Email:*          None

Delete

Back

# 5 Technology

The Technology section is a Data Entry section for a user to provide information regarding the production of a technology for a given Parent Institution, sub-Ordinate Institution of a None Associated Institution.

It is the largest of the six Data Entry forms and because of its size is split into two parts.

**Note:** This Data Entry section has many similarities to the other Data Entry sections, i.e. the main selection page has the same appearance, similar to Figure 3 above. For this reason additional screen shots of this and the other Data Entry sections have been omitted for clarity.

## 5.1 Technology, Part 1

Due to the size of this an image of this page is not shown in this manual. However, a description of the fields in this Data Entry section is given below, Table 2.

Table 2: Description of the Technology Data Entry Form, Part 1

| NAME | TYPE | TEXT SIZE | DESCRIPTION | REQUIRED |
|---|---|---|---|---|
| Technology ID | Text | 128 | A description of the data currently being entered. This will be used to uniquely identify this Data Entry at a later date e.g. for updating | Yes |
| Name of Technology | Text | 128 | The actual name of the Technology | Yes |
| Parent Institution (Link) | List | - | An link to an existing institution | Yes |
| Email | List | - | The UNIDO focal point contact email for the country that the institution belongs to | No |
| Cost of the Technology | Text | 64 | Cost entered either as text or figures. Preferably in US Dollars | No |
| Investment Cost | Text | 64 | Cost entered either as text or figures Preferably in US Dollars | No |
| Operation Cost | Text | 64 | Cost entered either as text or figures Preferably in US Dollars | No |
| Rated Capacity | Text | 64 | To describe the capacity rate for the production of this technology | No |
| Stream Hours | Text | 64 | Number of Stream Hours to produce this technology | No |
| Manpower Needed (MpN) | | | This indicates the labour force needed to produce the technology. Both **Male** and **Female** fields are available | |
| MpN Engineers | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| MpN Laboratory Technicians | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| MpN Technicians | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| MpN Programmers | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| MpN System Analysts | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| MpN Economists | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| MpN Skilled Labourers | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| MpN Unskilled Labourers | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| MpN Others Unspecified | Text | 6 | Staffing Levels for both Male and Female. Or an estimate of what may be needed | No |
| Water Source | List | - | Indicates the source of water supplied for the production of this technology | No |
| Units/month | List | - | The units of Water Source | No |
| Purchased KWH | Text | 32 | Indication of the Electricity Purchased for the | No |

| | | | production of this technology | |
|---|---|---|---|---|
| Generated kWH | Text | 32 | Indication of the Electricity Generated in the production of this technology | No |
| Consumed KWH | Text | 32 | Indication of the Electricity Consumed in the production of this technology | No |
| Technologies Licensed | Text | 4096 | Additional information as to what (if any) other technologies are used owned by other institution etc | No |
| Technologies Owned | Text | 4096 | Information as to what technologies are used by this technology and also owned by the institution or individual | No |

## 5.2 Technology, Part 2

The second part of the Technology Data Entry section consists of another form as shown in Figure 10 below. Only part of page 2 is shown in figure 10 for simplicity.

Figure 10: Technology Data Entry, Page 2



After submitting and verifying the data from page 1 a user will be automatically redirected to page 2. From Figure 10 it can be seen that there are several text fields grouped in three areas each having three sections. At the top of page 2 a button "View Page One" when selected will display the contents of the current page 1 in a "popup" window.

A second button named "View" can be seen next to a List box named Process Links. This list box contains "link" to the Process Data Entry section. By selecting a Process from this list box that Process is then linked to this current Technology Data Entry, the View button displays the selected Process contents again in another popup window.

Table 3 below describes the fields of Figure 10

Table 3

| NAME | TYPE | TEXT SIZE | DESCRIPTION | REQUIRED |
|---|---|---|---|---|
| View Page One | Button | - | Enables a user to view the contents of the previous page i.e. page 1 | No |
| Process Link | List | - | Links a Process Data Entry to this Technology | No |
| Main Product of Process | Text | 64 | Describe the Process | No |
| Units | Text | 32 | The units of measurement if applicable | No |
| Volume / Month | Text | 32 | If applicable, the column of the Product produces | No |
| Main By-Product of Process | Text | 64 | If any By-products are produced via the main process they can be listed here | No |
| Units | Text | 64 | The units of measurement if applicable | No |
| Volume / Month | Text | 32 | If applicable, the column of the Product produces | No |
| Energy Type | Text | 64 | Energy type used during this Process | No |
| Units / month | | 32 | The units of measurement if applicable | No |
| Consumption | Text | 32 | How much energy (total) was consumed to produce this Process | No |

When page 2 is completed and the submit button has been selected another page is displayed showing the results for both pages, verification of all information can now be accomplished, Figure 11 shows this page. Due to the size of this page only the top portion is shown in this document.

**Figure 11: Technology Data Entry, Final Verification Page**



From Figure11, it can be seen that there are three button options

1. Edit Page One: A user can go back to Page 1 and edit information
2. Edit Page Two: A user can go back to Page 2 and edit information
3. Submit: After verification a user can submit this information to the database

Below (Figure 11) the buttons can be seen two columns titled Page One and Page Two. These columns show the information entered prior to submitting both pages to the database.

## 5.4 Edit and Delete Functions

As mentioned above Edit and Deletion of a Process is exactly the same as Edit / Delete functionality for the Institution Data Entry Section.i.e.

1.  Data cannot be Deleted if linked to another section
2.  A user can only Edit / Delete their own information
3.  Twenty five entries displayed per page

# 6 Process ( R&D Results)

The **Process ( R&D Results) (PRD)** section is a Data Entry section for a user to provide information regarding the production or manufacture of a Process for a given Parent Institution, sub-Ordinate Institution of a None Associated Institution.

**Note:** This Data Entry section has many similarities to the other Data Entry sections, i.e. the main selection page has the same appearance, similar to Figure 3 above. For this reason additional screen shots of this and the other Data Entry sections have been omitted for clarity.

Due to the size of this an image of this page is not shown in this manual. However, a description of the fields in this Data Entry section is given below, Table 4.

Table 4: Description of the Process ( R&D Results) fields

| NAME | TYPE | TEXT SIZE | DESCRIPTION | REQUIRED |
|---|---|---|---|---|
| Process ID | Text | 128 | A description of the data currently being entered. This will be used to uniquely identify this Data Entry at a later date e.g. for updating | Yes |
| Process Name | Text | 128 | The actual name of the Process | Yes |
| Process Status | Text | 128 | The on-going status of the Process | Yes |
| Address Tel | Text | 128 | Contact address and telephone | No |
| Process Owner (Link) | List | - | An link to an existing institution | No |
| Plant Area | | | | |
| Raw Materials | ***** | ***** | See "Raw Materials Selection" below | ***** |
| Water source | Text | 32 | Description of the Water source for this Process | No |
| Water Units/month | Text | 64 | Units of the Water Source | No |
| Water Volume | | 32 | How much Water (total) was/is consumed to produce this Process | No |
| Electricity / Month Purchased | Text | 32 | How much Electricity was purchased to produce this Process | No |
| Electricity / Month Generated | Text | 32 | How much Electricity was Generated in the production of his Process | No |
| Electricity / Month Consumed | Text | 32 | How much Electricity (total) was consumed to produce this Process | No |
| Fuel Consumption | | | Total Fuel Consumption for this Process | No |
| Waste Water Quantities | | | | |
| Gaseous & Particulate Emissions | | | | |
| Solid Waste Quantities | | | | |
| Periods of Operation/Shifts | | | | |
| Hours, Weeks, Months | | | | |
| Investment cost | | | | |
| Patent Data | Text | 4096 | Description of any potential of existing Patent or copyright information used | No |
| Description of Process | Text | 4096 | A Description of the Process | No |
| Main Industrial Sub-Section | Multiple Selection List | - | UNIDO designated list of Industrial activities. This list is for an institutions current production | No |
| Planned Industrial Sub-Section | Multiple Selection List | - | Similar to the above field except that this field will indicate any future production activities | No |
| Product of Process | Text | 64 | Description of any product of this Process | No |
| Units | Text | 32 | Units of the above Product of Process | No |
| Volume / Month | Text | 32 | How much Product of Process has been produced | No |
| By-product of Process | Text | 64 | Description of any by-product of this Process | No |
| Units | Text | 32 | Units of the above Product of Process | No |
| Volume/Month | Text | 32 | How much Product of Process has been produced | No |
| Energy Type | Text | 64 | Any additional Energy types | No |
| Units/month | Text | 32 | Additional Energy types units | No |
| Consumption | Text | 64 | A brief description of the consumption of Energy | No |

## 6.1 Raw Materials Selection

On the PRD Data Entry page there is a button named "Raw Material" by selecting this option a user is presented with a popup window that lists all the raw materials entered into the database by the IRMSplus system administrators. Figure 12 below shows the first Raw Material selection popup window page.

Figure 12: Raw Material Page 1 of 5
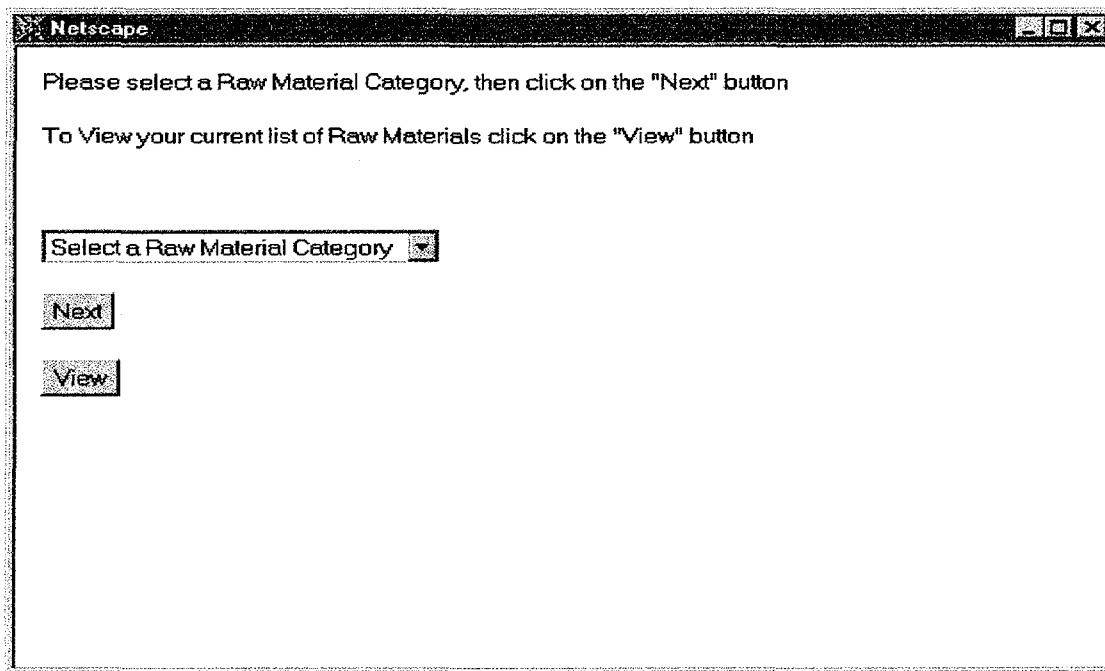


Raw Materials are organised into Categories of similar types. From the List box of Figure 12 a user will select a Raw Material category then by selecting the "Next" button will be automatically redirected to the second page. The "View" button will show the number of Raw Materials selected.

Figure 13 below shows the selection of a Raw Material category.

Figure 13: Raw Material Page 1 of 5, Selection
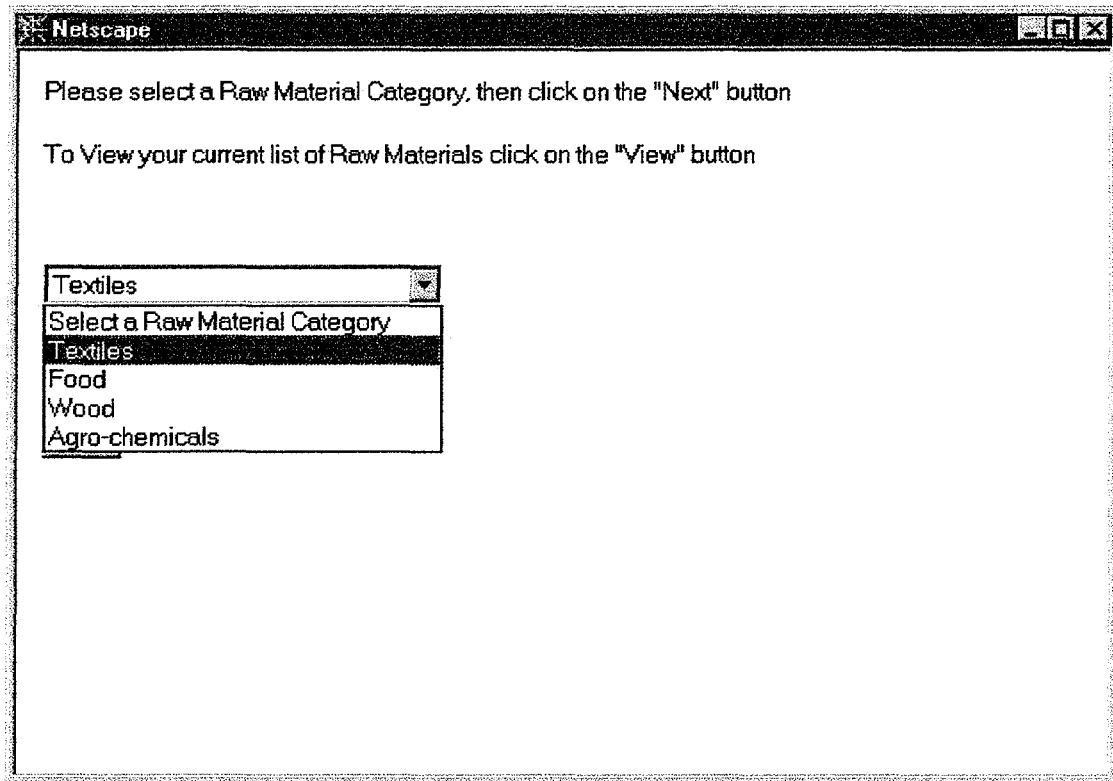


Having selected the Textiles category, the Next button will result in the popup window displaying another selection, see Figure 14 below.

Figure 14: Raw Material Page 2 of 5
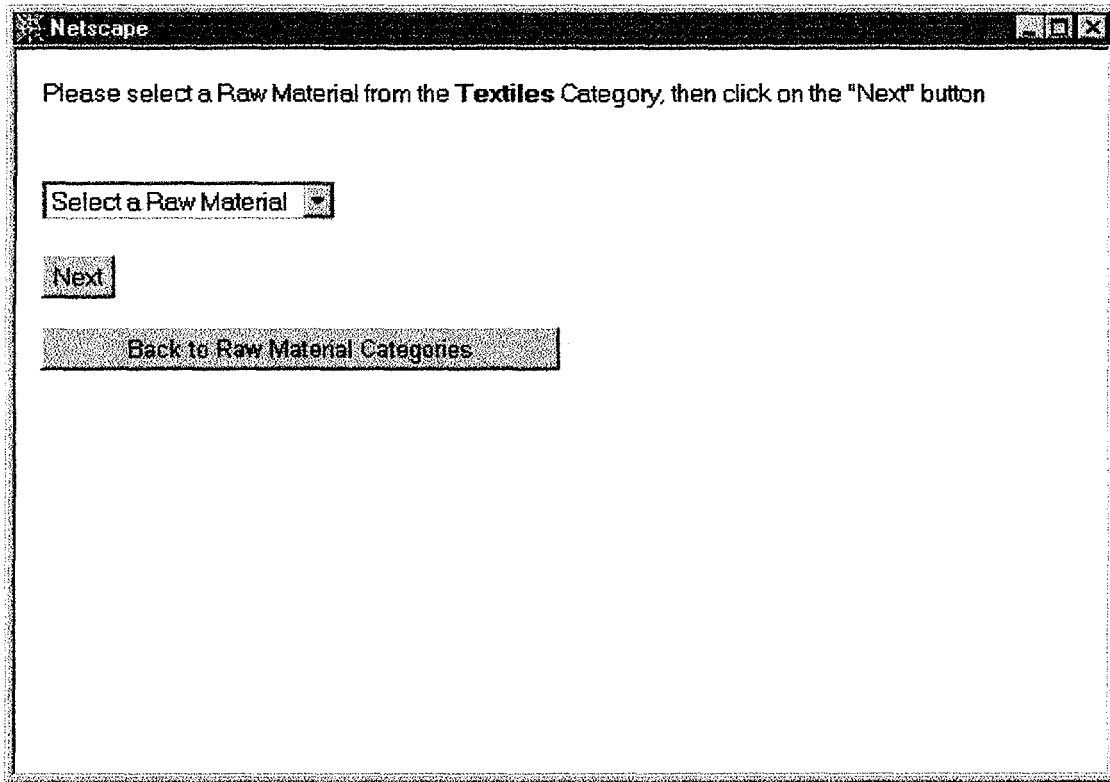


The second page (Figure 14) prompts the user to select a Raw Material from a list of raw materials associated with the raw material category, Textiles in this case.
The "Back to Raw Material Categories" button will navigate a user back to the raw material category selection page again.

Figure 15 below shows some typical raw materials for the Textile category

Figure 15:



```
Netscape                                                    _ □ ×

Please select a Raw Material from the Textiles Category, then click on the "Next" button


 Textiles and garment  ▼
 Select a Raw Material
 Textiles and garment
 Natural fibers
 Synthetics
 Spinning          al Categories
 Weaving
 Knitting
 Colors
```
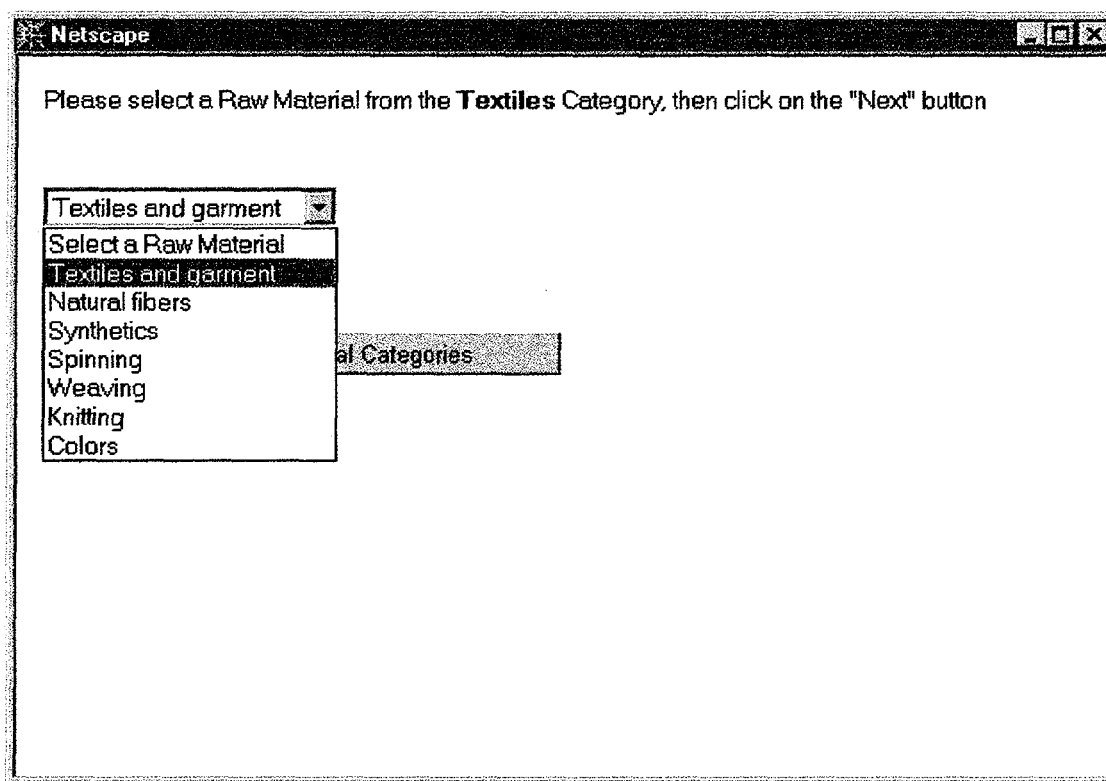
Once a selection has been made from the list and the Next button selected the final page is displayed, see Figure 16

Figure 16.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▓ RML - Netscape                                                  ▣ □ ▣  │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                           │
│   Here is a list of the Raw Materials and their Categories that you have  │
│   choosen so far.                                                         │
│                                                                           │
│   To accept these Raw Materials and go back to the Process Form: Click on │
│   the "Except" button.                                                    │
│                                                                           │
│   To add more Raw Materials: Cklick on the "Back" button.                 │
│                                                                           │
│   To delete a Raw Material from the list: Enter the Reference Number in   │
│   the "Delete Raw Material Reference Number" box then click on the        │
│   "Delete" button.                                                        │
│                                                                           │
│                                                                           │
│   Reference                                                               │
│   Number          Raw Material              Raw Material Category         │
│   153-889-743-368  Textiles and garment      Textiles                    │
│                                                                           │
│   Delete Raw Material Reference                                           │
│   Number                                                                  │
│                                                                           │
│   ┌───────────────────────┐ ┌─────────┐                                  │
│   │                       │ │ Delete  │                                  │
│   └───────────────────────┘ └─────────┘                                  │
│                                                                           │
│                                                                           │
│   ┌─────────┐                                                            │
│   │ Except  │                                                            │
│   └─────────┘                                                            │
│   ┌─────────┐                                                            │
│   │ Back    │                                                            │
│   └─────────┘                                                            │
└─────────────────────────────────────────────────────────────────────────┘
```

From Figure 16 it can be seen that the selected raw material is displayed with its category and reference number. There are three options that a user may perform at this stage, they are:

1.  Except the raw material(s) and resume the Data Entry of a PRD. This is done by selecting the "Except" button.

2.  Enter another raw material. To do this select the "Back" button, this will display the first raw material page again i.e. select a raw material category.

3.  Delete a raw material from the selected ones. This is done by entering the raw material reference number in the text field named "Delete Raw Material Reference Number" then selecting the "Delete" button. The raw material reference number is a fifteen digit number and is unique to that raw material regardless of its category.

After selecting the "Except" button and returning to the PRD Date Entry page a list of the raw materials is maintained until the form is finally submitted to the database.

# 7 Database

The **Database** section is a Data Entry section for a user to provide information regarding the Information Technologies for a given Parent Institution, sub-Ordinate Institution of a None Associated Institution.

**Note:** This Data Entry section has many similarities to the other Data Entry sections, i.e, the main selection page has the same appearance, similar to Figure 3 above. For this reason additional screen shots of this and the other Data Entry sections have been omitted for clarity.

Due to the size of this an image of this page is not shown in this manual. However, a description of the fields in this Data Entry section is given below, Table 6.

Table 6: Description of the Database Fields

| NAME | TYPE | TEXT SIZE | DESCRIPTION | REQUIRED |
|---|---|---|---|---|
| Database ID | Text | 128 | A description of the data currently being entered. This will be used to uniquely identify this Data Entry at a later date e.g. for updating | Yes |
| Parent Institution (Link) | List | - | An link to an existing institution | No |
| Year Established | Text | 4 | An indication as to when the Information Technology was introduced | |
| System Name | Text | 64 | The name given to the Information Technology | No |
| Acronym | Text | 8 | An Acronym if applied to the System Name | No |
| Data Accessible Through | List | - | | No |
| Service(s) of System | List | - | | No |
| No. of PCs and Servers | Text | 8 | How many computers in general are used in conjunction with this Information Technology | No |
| Software including Networking system | Text | 128 | Titles of the main software used or produced | No |
| Internet Connectivity / Speed | Text | 32 | How fast the Internet connection is. E.g. 28.8K, 56K, ISDN, 64K, 512K, 2M etc | No |
| Period Covered From | List | - | Date of | No |
| Period Covered To | List | - | Date of | No |
| Publications | Text | 4096 | Details of any publications concerning this Information Technology | No |
| Type of Storage | List | - | Medium of storage e.g. Disk, CD | No |
| Address/Tel | Text | 128 | Contact details | No |
| Languages | Text | 128 | Primary language(s) of the Information Technology | No |
| Legal Status of Owner | Text | 128 | Describe who owns this Information Technology | No |
| Geographical Coverage Area of the Database | List | - | Where is or what area does the database cover | No |
| Main Industrial Sub-Section | Multiple Selection List | - | UNIDO designated list of Industrial activities. This list is for an institutions current production | No |
| Planned Industrial Sub-Section | Multiple Selection List | - | Similar to the above field except that this field will indicate any future production activities | No |
| Abstract / Comments | Text | 4096 | Any additional information | No |
| Email | List | - | Contact persons email address | No |

Full functionality for editing and deleting information is also available exactly the same as for the Institution Data Entry section.

# 8 Training

The **Training** section is a Data Entry section for a user to provide information regarding the Information Technologies for a given Parent Institution, sub-Ordinate Institution of a None Associated Institution.

**Note:** This Data Entry section has many similarities to the other Data Entry sections, i.e. the main selection page has the same appearance, similar to Figure 3 above. For this reason additional screen shots of this and the other Data Entry sections have been omitted for clarity.

Due to the size of this an image of this page is not shown in this manual. However, a description of the fields in this Data Entry section is given below, Table 7.

Table 7: Description of the Training Fields

| NAME | TYPE | TEXT SIZE | DESCRIPTION | REQUIRED |
|---|---|---|---|---|
| Training ID | Text | 128 | A description of the data currently being entered. This will be used to uniquely identify this Data Entry at a later date e.g. for updating | Yes |
| Parent Institution (Link) | List | - | An link to an existing institution | No |
| Name of Training | Text | 128 | The actual name given to the training | Yes |
| Duration | Text | 64 | The length in either Days/Weeks or Months of the training | No |
| Date of Training | List | - | The start date of the training | No |
| Town / City | Text | 64 | The Town or City where the training will take place | No |
| Working Languages | Text | 64 | The principle language or languages of the training | No |
| Participants ( Par) | | | | |
| Par. From Private Sector | Text | 6 | Number of people attending the training from the Private Sector | No |
| Par. Government | Text | 6 | Number of people attending the training from the Government | No |
| Par. Academic Sector | Text | 6 | Number of people attending the training from the Academic Sector | No |
| Participation Costs | Text | 64 | Describe financial costs of participating in the training | No |
| Source of Funds | Text | 128 | Describe who is paying for the training | No |
| Description | Text | 4096 | Describe the type of Training | No |
| Main Industrial Sub-Section | Multiple Selection List | - | UNIDO designated list of Industrial activities. This list is for an institutions current production | No |
| Planned Industrial Sub-Section | Multiple Selection List | - | Similar to the above field except that this field will indicate any future production activities | No |
| Comments | Text | 4096 | Any additional information | No |

Full functionality for editing and deleting information is also available exactly the same as for the Institution Data Entry section.

# 9 Expert

The **Expert** section is a Data Entry section for a user to provide information regarding the Information Technologies for a given Parent Institution, sub-Ordinate Institution of a None Associated Institution.

**Note:** This Data Entry section has many similarities to the other Data Entry sections, i.e. the main selection page has the same appearance, similar to Figure 3 above. For this reason additional screen shots of this and the other Data Entry sections have been omitted for clarity.

Due to the size of this an image of this page is not shown in this manual. However, a description of the fields in this Data Entry section is given below, Table 8.

Table 8: Description of the Expert Fields

| NAME | TYPE | TEXT SIZE | DESCRIPTION | REQUIRED |
|---|---|---|---|---|
| Expert ID | Text | 128 | A description of the data currently being entered. This will be used to uniquely identify this Data Entry at a later date e.g. for updating | Yes |
| Parent Institution (Link) | List | - | An link to an existing institution | No |
| Name of Expert | Text | 128 | The name of the expert | Yes |
| Email | Text | 64 | The email address of the expert | No |
| Publication | Text | 4096 | List any publications that the expert has written | No |
| Other Outputs | Text | 4096 | List any additional articles, web sites etc. that the expert has contributed to | No |
| Comments | Text | 4094 | Any additional information | No |
| Meetings Attended: Names | Text | 4096 | List meetings, conferences etc. that the expert has attended | No |
| Training Received | Multiple Selection List | - | List of any training that the expert has received | No |
| Training Provided | Multiple Selection List | - | List of any training that the expert has provided | No |
| Specialisation | Text | 4096 | List the experts main specialisation | No |
| Additional Specialisation | Text | 64 | List the experts other specialisation, work, skills etc. | No |
| Curriculum Vitae | Text | 8128 | The experts CV in part or whole | No |

Full functionality for editing and deleting information is also available exactly the same as for the Institution Data Entry section.