Domestic Trade Data Processing System (DT-DPS) Version 1.1

A. Overview

1. System Flowchart

2. Flow of Data Processing

3. Filename Convention

4. Domestic Trade Forms

B. Getting Started

1. System Installation

2. Tools and Features

C. Data Entry Applications

1. Create/Add

2. Key-Verify

3. Modify

4. Guide in Using CSPro

D. [Data Module Application](#)

E. [Completeness Check Module](#)

F. [Tabulation Application](#)

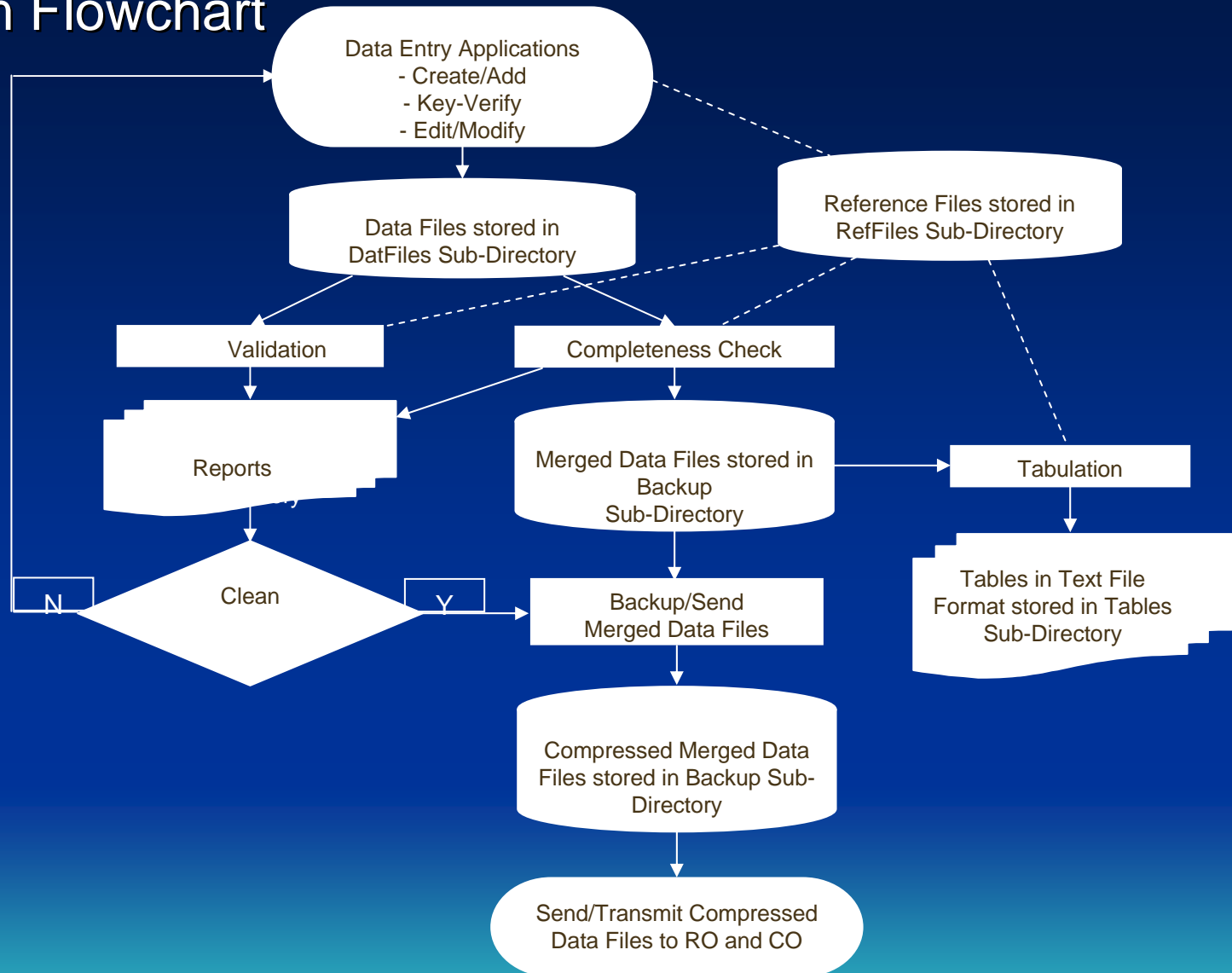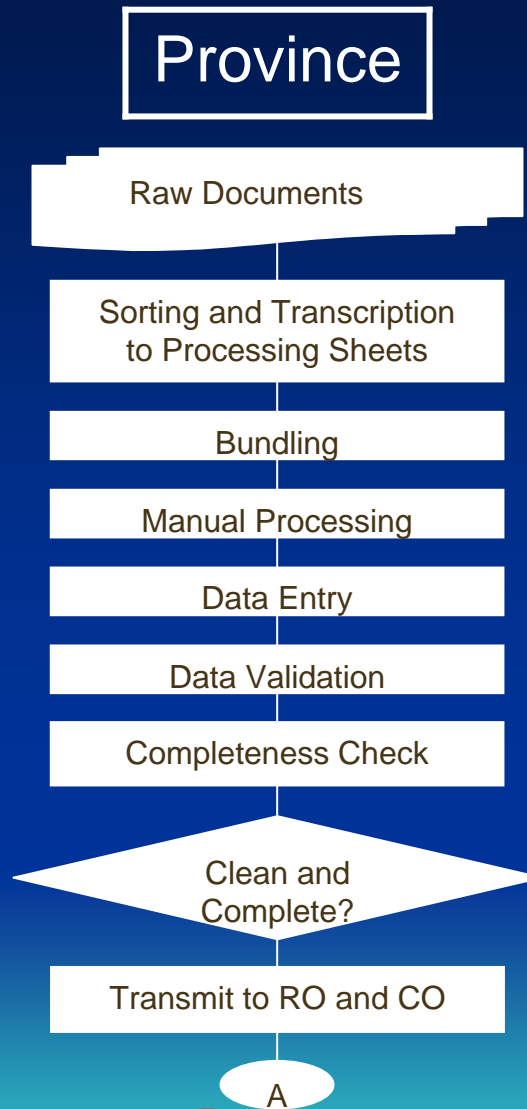G. Appendices

   1. Reference Files

↩

A. Overview

Domestic Trade Data Processing System (DT-DPS) is a window-based application and latest version of formerly known DOS-based DomStat system, designed to help the staff of National Statistics Office in processing and generation of its Domestic Trade Statistics.
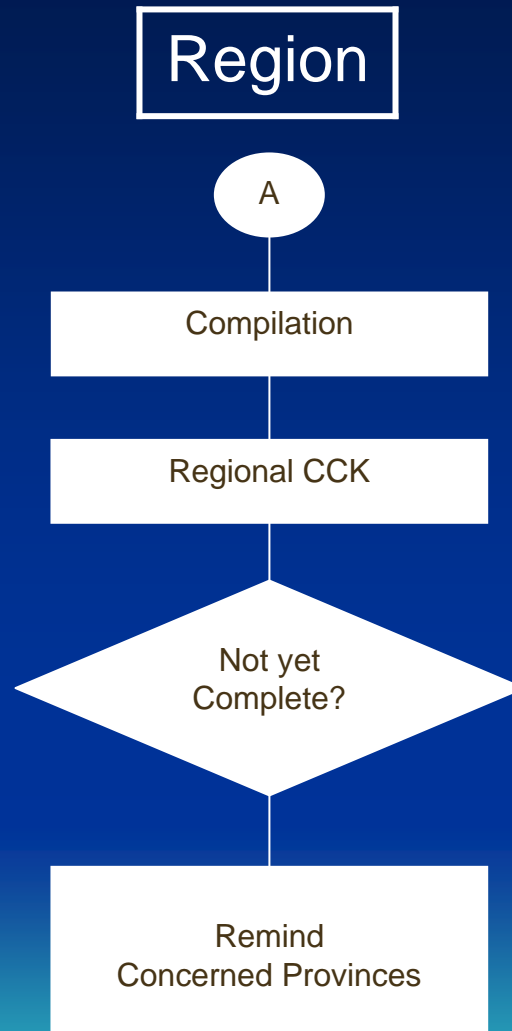
A. System Flowchart

Data Entry Applications
- Create/Add
- Key-Verify
- Edit/Modify

Data Files stored in DatFiles Sub-Directory

Reference Files stored in RefFiles Sub-Directory

Validation

Completeness Check

Reports

Merged Data Files stored in Backup Sub-Directory

Tabulation

Clean

N

Y

Backup/Send Merged Data Files

Tables in Text File Format stored in Tables Sub-Directory

Compressed Merged Data Files stored in Backup Sub-Directory

Send/Transmit Compressed Data Files to RO and CO

A. 2. Flow of Data Processing

```
                    ┌─────────────┐
                    │  Province   │
                    └─────────────┘
                          │
                 ┌────────────────┐
                 │ Raw Documents  │
                 └────────────────┘
                          │
            ┌──────────────────────────────┐
            │ Sorting and Transcription     │
            │   to Processing Sheets        │
            └──────────────────────────────┘
                          │
            ┌──────────────────────────────┐
            │           Bundling            │
            └──────────────────────────────┘
                          │
            ┌──────────────────────────────┐
            │       Manual Processing       │
            └──────────────────────────────┘
                          │
            ┌──────────────────────────────┐
            │          Data Entry           │
            └──────────────────────────────┘
                          │
            ┌──────────────────────────────┐
            │        Data Validation        │
            └──────────────────────────────┘
                          │
            ┌──────────────────────────────┐
            │      Completeness Check       │
            └──────────────────────────────┘
                          │
                     ◇ Clean and
                       Complete? ◇
                          │
            ┌──────────────────────────────┐
            │     Transmit to RO and CO     │
            └──────────────────────────────┘
                          │
                        ( A )
```

A. 2. Flow of Data Processing (cont'd)

```
                    ┌──────────────┐
                    │   Region     │
                    └──────────────┘
                          │
                         (A)
                          │
                    ┌──────────────┐
                    │ Compilation  │
                    └──────────────┘
                          │
                    ┌──────────────┐
                    │ Regional CCK │
                    └──────────────┘
                          │
                        ◇ Not yet
                          Complete? ◇
                          │
                    ┌──────────────┐
                    │   Remind     │
                    │ Concerned Provinces │
                    └──────────────┘
```

A. 2. Flow of Data Processing (concluded)

Central Office

A

Compilation

Verification and National CCK

Clean and Complete?

Generate Tables

NOTE: Generation of Tables can also be done in the Region and Province.

A. 2. Flow of Data Processing (complete)

Province	Region	Central Office
Raw Documents	A	A
Sorting and Transcription *to Processing Sheets*	Compilation	Compilation
Bundling	Regional CCK	Verification and National CCK
Manual Processing		
Data Entry		
Data Validation	Not yet Complete?	Clean and Complete?
Completeness Check		
Clean and Complete?		
Transmit to RO and CO	Remind Concerned Provinces	Generate Tables
A		
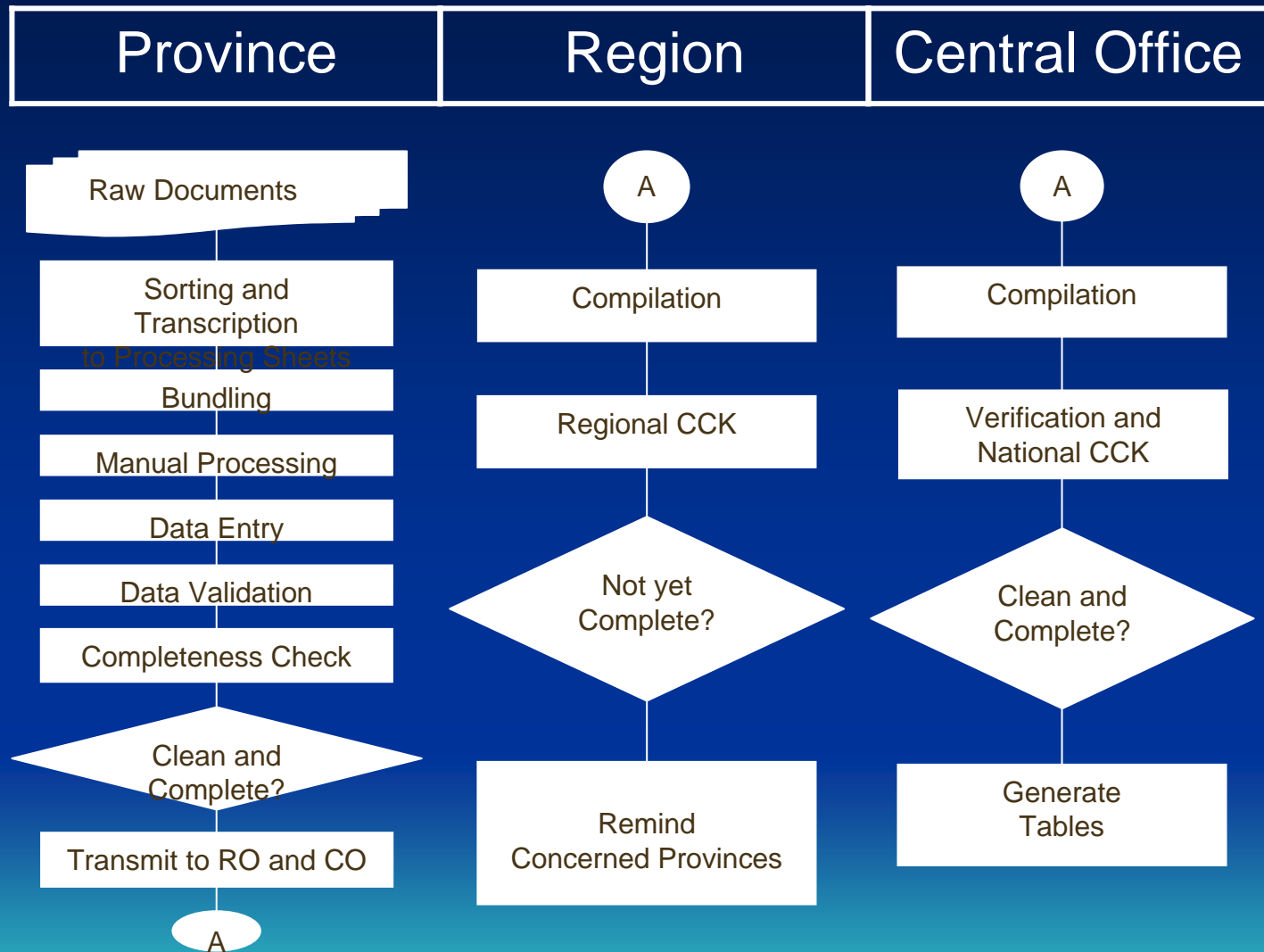
A.3. Filename Convention

A.3.1. **Data File** – Bundled processing sheets with control information found in the bundle cover is used by the system to create the corresponding electronic data file with the following filename convention:

A.3. Filename Convention

"DPPPPPYYMM.BBB"

Where: D – variable for Domestic Trade indicator such as:

A is for Air Trade,

R for Rail Trade,

C for Coastwise Trade and

P for Coastwise Passenger

A.3. Filename Convention

"DPPPPPYYMM.BBB"

PPPPP –   Air/Rail Station or Port code wherein the first two Ps are for province code.

YY – Last two digit of the year ranging from 2000 to 2099.

MM – Two-digit numeric month from 01 to12.

BBB – Three-digit bundle number that starts from 001 every month and independent from other Domestic Trade.

A.3. Filename Convention

"DPPPPPYYMM.BBB"

Ex. A02BXU0312.001 means Air Trade Data File with station of origin code of 02BXU from the province code 02 or Agusan Del Norte, year 03 or 2003, month 12 or December, and bundle no. 001.

A.3. Filename Convention

A.3.2. **Merge Data File** – This is created during Completeness Check to have one data file for a given month and the particular Domestic Trade in a province. Merged Data Filename must be in this format DPPYYMM.mrg using the same criteria as in Data File naming convention.

A.3. Filename Convention

Ex. A020312.mrg means merged Air Trade Data of Province 02 or Agusan Del Norte, year 03 or 2003, and month 12 or December.

A.3. Filename Convention

A.3.3. **CCK Report File** – Listing report of the Completeness Check Module of the system with filename convention as:

"DPPYYMM.cck"

Where:

D – not a variable but rather stands for the word Domestic. One CCK report file includes all domestic trades operating in a province.

PPYYMM – same criteria used in Data File naming convention.

A.3. Filename Convention

Ex. D020312.cck means Domestic Trade
CCK for province code 02 or Agusan
Del Norte, year 03 or 2003, and month
12 or December.

A.3. Filename Convention

A.3.4. Validation Error Listing File – Output file of *Validation Module* of the system using the filename of the data file being validated plus an extension of ".err". i.e. data file is A39MNL0312.001 when validated, the error listing file will be A39MNL0312.001.err.

A.3. Filename Convention

But when more than one data file were validated, the error listing filename will be the name of the Domestic Trade plus the word "Data.err" such as the following: AirData.err, RailData.err, CoastwiseData.err, and PassengerData.err.

A.3. Filename Convention

A.3.5. Quarterly or Yearly Merged Files – Generation of these files is a preparatory activity in *Tabulation Application* because all Domestic Trade tables are in quarterly or yearly bases. Monthly merged data files are re-merged to have these quarterly or yearly merged files created for tabulation purposes.

A.3. Filename Convention

They could be reused in generating other related tables if there are no updates done in the data files as well as in the monthly merged data files. They can be identified with the following filename formats:

A.3. Filename Convention

"DPPPYYQQ.mrg or DRRRYYQQ.mrg"

Where: D – variable for Domestic Trade indicators such as A is for Air Trade, R for Rail Trade, C for Coastwise Trade and P for Coastwise Passenger

PPP – Province Code for the first two Ps and the last P, which is not a variable, stands for the word Province

A.3. Filename Convention

"DPPPYYQQ.mrg or DRRRYYQQ.mrg"

Where: RRR – Region Code for the first two Rs and the last R stands for the word Region. "00" region code is used for national.

YY – Last two digit of the year ranging from 2000 to 2099.

QQ – Quarters 0 to 4 for the first Q where 0 is used for the whole year and the last Q stands for the word Quarter.

A.3. Filename Convention

Ex. A08P031Q.mrg = Air Trade Data
for Bataan Province in the year 2003

First quarter

P08R030Q = Coastwise Passenger for
Region 8 in the whole year of 2003

A.3. Filename Convention

A.3.6. Tables generated by the *Tabulation Application* of the system uses the following filename convention:

"TableND.prn"

A.3. Filename Convention

"TableND.prn"

Where: Table – a prefix word used in every table generated

N – Table number with no specific width

D – variable for Domestic Trade indicators

A.3. Filename Convention

Ex.   Table1A.prn = First Table of Air Trade

Table10C.prn = Tenth Table of Coastwise Trade

A.4. Filename Convention

A.4.1. Control Form or Bundle Cover

DT Form No. 1

NATIONAL STATISTICS OFFICE
Manila

Control Form for the Processing Sheets

_____
(Domestic Trade)

Province : _____

Origin : _____

PMU Code (for Coastwise Only) :

Pier/Zone Code (for Coastwise Only) :

Year : _____

Month : _____

Bundle No. :

PROCESSING RECORDS

| ACTIVITY | | Date/Time | | Signature of | REMARKS |
		Started	Finished	Person Responsible	
P S S R T T O A A V T F I I F N S C T I I A C L A L	Bundling				
	Manual Processing				
	Data Entry				
	Data Validation				
	CCK/Submission of DF				

OK for Transmittal:

_____
PSO Signature

A.4. Filename Convention

A.4.2.   Processing Sheet (Air Waybill) for Air Trade

```
DT Form No. 2a


                        PROCESSING SHEET FOR AIR TRADE

Control Information
---------------------------------------------------------------------------
|                                                                         |
|                          A                                              |
|  Domestic Trade: _____      PMU: ____     Year: _____   Bundle No.: _____ |
|                                                                         |
|                                                                         |
|         Origin: _____    Pier/Zone: ____   Month: _____   Sheet No.: _____ |
|                                                                         |
---------------------------------------------------------------------------


Air Waybill Particulars
---------------------------------------------------------------------------
|                                                                         |
|              Actual Gross Weight (kg.) _____                   |
|                                                                         |
|                                                                         |
|              Declared Value (Php) _____                        |
|                                                                         |
|                                                                         |
|                      Destination _____                        |
|                                                                         |
|                                                                         |
|                  Commodity Code _____                         |
|                                                                         |
|                                                                         |
|              Grand Total Charges _____                        |
|                                                                         |
---------------------------------------------------------------------------
```

A.4. Filename Convention

A.4.3. Processing Sheet for Rail Trade

A.4. Filename Convention

A.4.4. Processing Sheet for Coastwise Trade

A.4. Filename Convention

A.4.5.   Processing Sheet for Coastwise Passenger

```
DT Form No. 2d

                    PROCESSING SHEET FOR COASTWISE PASSENGER

  Control Information
  ------------------------------------------------------------------------
  |
  |                        P
  |  Domestic Trade: _____        PMU: ____      Year: _____    Bundle No.: _____
  |
  |
  |         Origin: _____      Pier/Zone: ____   Month: _____    Sheet No.: _____
  |
  ------------------------------------------------------------------------

  Passenger Particulars
  ------------------------------------------------------------------------
  |       Control No.       |       Destination       |    Number of Passengers
  |          (1)            |          (2)            |            (3)
  ------------------------------------------------------------------------
01|                         |                         |
  |-------------------------|-------------------------|-------------------------
02|                         |                         |
  |-------------------------|-------------------------|-------------------------
03|                         |                         |
  |-------------------------|-------------------------|-------------------------
04|                         |                         |
  |-------------------------|-------------------------|-------------------------
05|                         |                         |
  |-------------------------|-------------------------|-------------------------
06|                         |                         |
  |-------------------------|-------------------------|-------------------------
07|                         |                         |
```

B. Getting Started

B.1. System Installation

The following step-by-step instructions will guide the user in installing the Domestic Trade Data Processing System (DT-DPS) into their computer:

B. Getting Started

B.1. System Installation

1. Place the DT-DPS Installation CD in an appropriate CD drive.

B. Getting Started

B.1. System Installation

2. Open the window explorer and look for the **DT-DPSi.exe** at the CD directory, usually named as drive D:\. Double click that application file and the window, as shown below, will pop-up:

B. Getting Started

B.1. System Installation
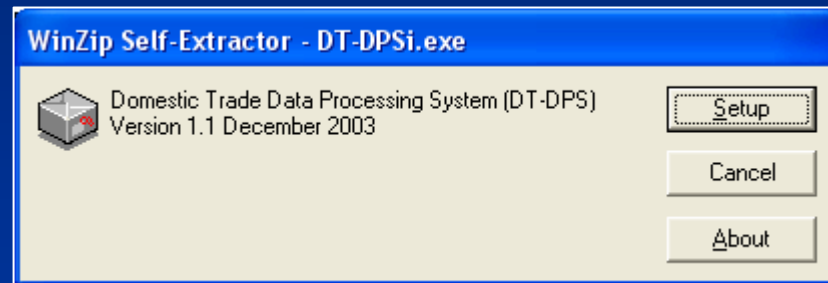
3. Click *Setup Button* to unzip the application setup program ……...

B. Getting Started

B.1. System Installation
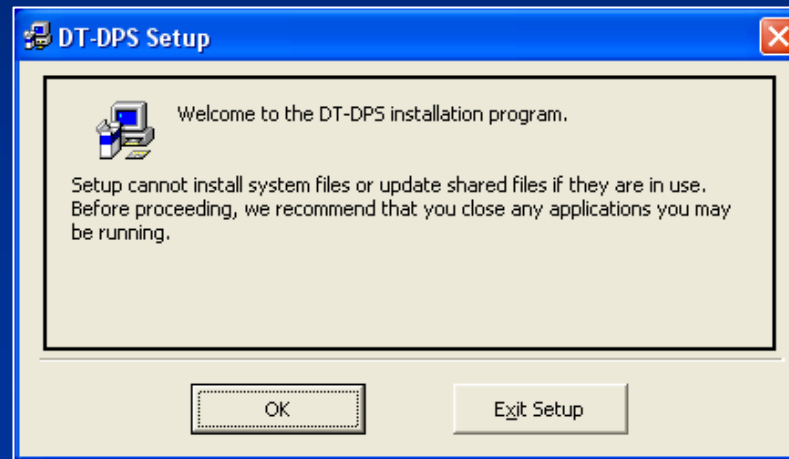
3.   ………..and the next window will appear.

B. Getting Started

B.1. System Installation

4. After religiously following the recommendation of the previous window, click the *OK Button* and the next window will appear.

B. Getting Started

B.1. System Installation
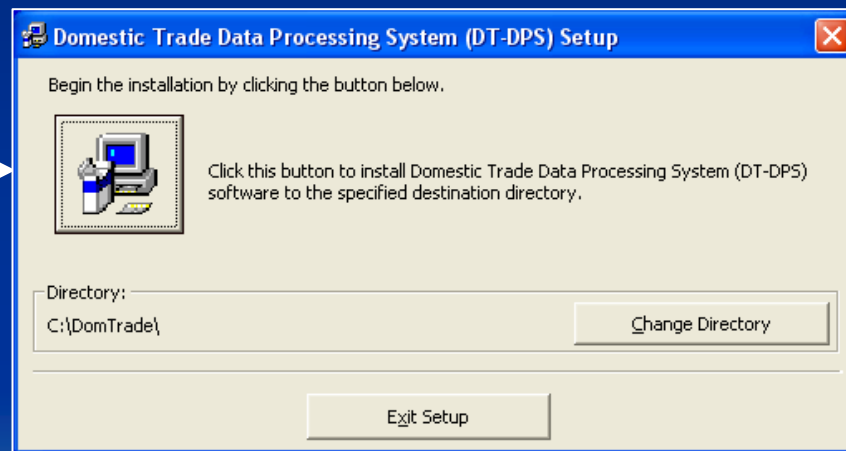
B. Getting Started

B.1. System Installation

5. To start setting-up the installation of the Domestic Trade System, click the Installer button. (The system is automatically installed in C:\DomTrade directory.)

B. Getting Started

B.1. System Installation

Application directory can be changed according to your preference by clicking the *Change Directory Button*.

B. Getting Started

B.1. System Installation

However, the default directory name is recommended. It is also preferred that the system shall be installed in a hard drive with higher capacity or storage.

B. Getting Started

B.1. System Installation

Read and provide appropriate responses to the succeeding instructions of the setup program.

B. Getting Started

B.1. System Installation

After the completion of the setup, the next window will appear. Just click the *OK Button* to end the installation.

Domestic Trade Data Processing System (DT-DPS) Setup

Domestic Trade Data Processing System (DT-DPS) Setup was completed successfully.

OK
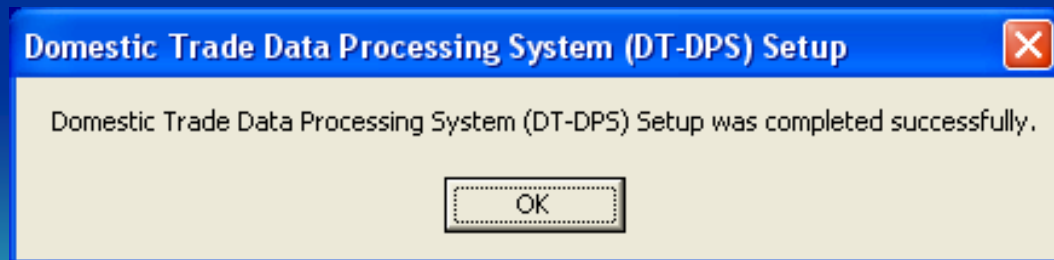
B. Getting Started

B.1. System Installation

6.   The desktop shortcut of Domestic Trade Data Processing System (DT-DPS) as shown below was automatically created by the setup program for easy execution.

DT-DPS

B. Getting Started

B.1. System Installation

7. On the initial run of the system, the following window will appear. The system is asking of the mapped *Drive* of the shared *Data Directory* if this is installed in other computer unit.

B. Getting Started

B.1. System Installation

Otherwise, enter nothing or click *Cancel Button* to set the *Data Directory* on the computer locally.

B. Getting Started

B.1. System Installation

This feature of the system is for networking purposes only.
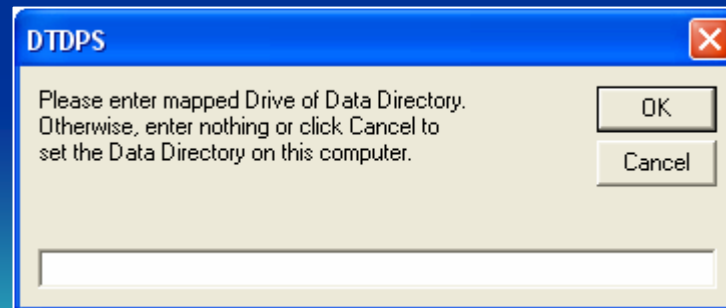
B. Getting Started

Notes:

Sharing directory can be done by right clicking on the folder at the windows explorer and then click on *Sharing and Security…* Set the folder (e.g. C:\DomTrade\DatFiles) in full so that other users of the data can make updates on the data files. This is to be done in the computer unit where the *Data Directory* was set.

B. Getting Started

Mapping the shared folder can be done by right clicking on it and then click on *Map Network Drive…* Any letter can be assigned except Drive letters used in hard disks, CD-ROMs and other drives installed in the computer unit. This mapped drive is the one asking above.

Directory can also be set-up or changed at the system configuration.

B. Getting Started

B.2.1.   Main Window

Menu

Tool Bar

Data Display

Button used to filter Data Files

Status Bar
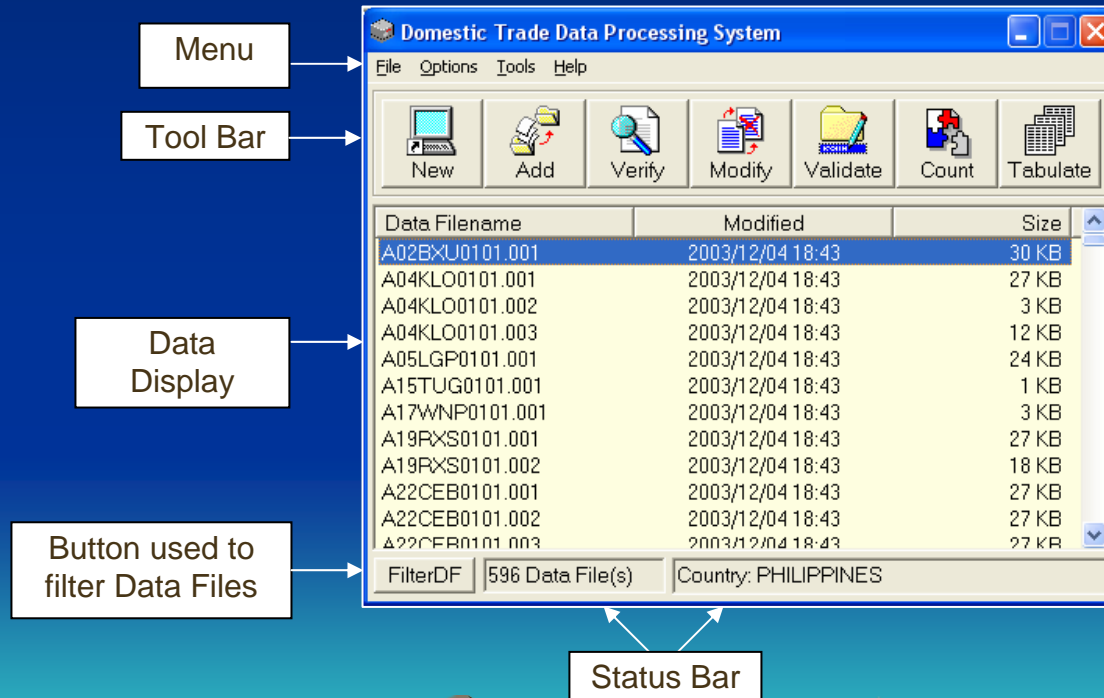
B. Getting Started

B.2.2. Display of Data Files

Clicking on *Options Menu* then *Data Files Display On/OFF* (or *FilterDF or ShowDF Button* placed at the lower left corner of the main window) will show the following *Data File Filter Parameters Window.*

B. Getting Started
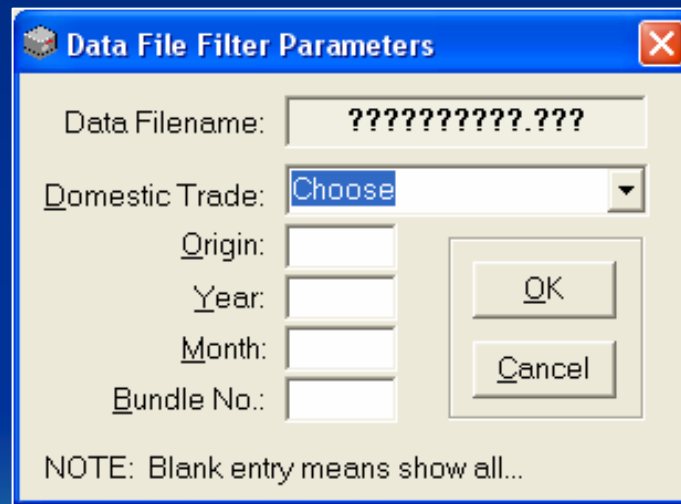
B.2.2.   Display of Data Files

Some information could be supplied to filter particular type of data files wanted to be displayed. The system will display all data files when nothing supplied.

B. Getting Started

B.2.2. Display of Data Files

B. Getting Started

B.2.3.   Registration of Operator

The system is initially configured to have one operator with ID of "DT000" and a blank password. This is an ID of the Supervisor who has only the authority to use all the features of the system.

B. Getting Started

B.2.3. Registration of Operator

He/She can add new operator with ID starting from DT001 to DT999. These operator IDs are password protected because the system is using these IDs to generate the Operator Statistics Report.

B. Getting Started

B.2.3.   Registration of Operator

CSPro is keeping log files for the accomplishment report of the operators in each data file keyed-in.

B. Getting Started

B.2.3.   Registration of Operator
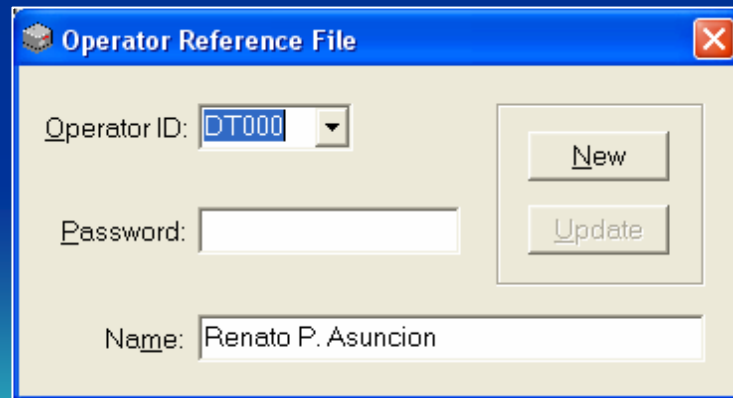
Clicking *File Menu* then *Operator Reference File* will display the following window wherein maintaining and updating the Operator Reference File can be done.

B. Getting Started

B.2.3. Registration of Operator

Own password can be changed anytime the operator wishes.

B. Getting Started

B.2.4.   System Configuration

Sub-directories recognized by the system are listed here. CSPro 2.3 is the version used by the system, so it must be installed in the computer unit. The path must be correct or else use the *Epsilon Button* […] to supply the correct path.

B. Getting Started

B.2.4. System Configuration

In setting *Data Directory*, use the *Epsilon Button* beside it to supply the mapped Drive Letter if the *Data Directory* is set in other computer unit.

B. Getting Started

B.2.4. System Configuration

Otherwise, enter nothing or click *Cancel* to set it in the local computer unit. This is the alternative way of setting-up the *Data Directory* done at the initial run of the system.

B. Getting Started

B.2.4. System Configuration

Official e-mail addresses must be also supplied correctly for the *E-Mail Application* of the system will run smoothly. Add the e-mail address of the regional office into the slot of CO Official E-Mail separated by comma (i.e. CO@mail.census.gov.ph, RO@isp.com).

B. Getting Started

B.2.4.   System Configuration

Name of mail server must be also supplied along with the e-mail address of field office separated by space (i.e. FieldOfc@isp.com mailserver.com).

B. Getting Started

B.2.4.   System Configuration

Geographic area where the system was installed must be configured before using the system. This will limit the use for the particular area set.

B. Getting Started
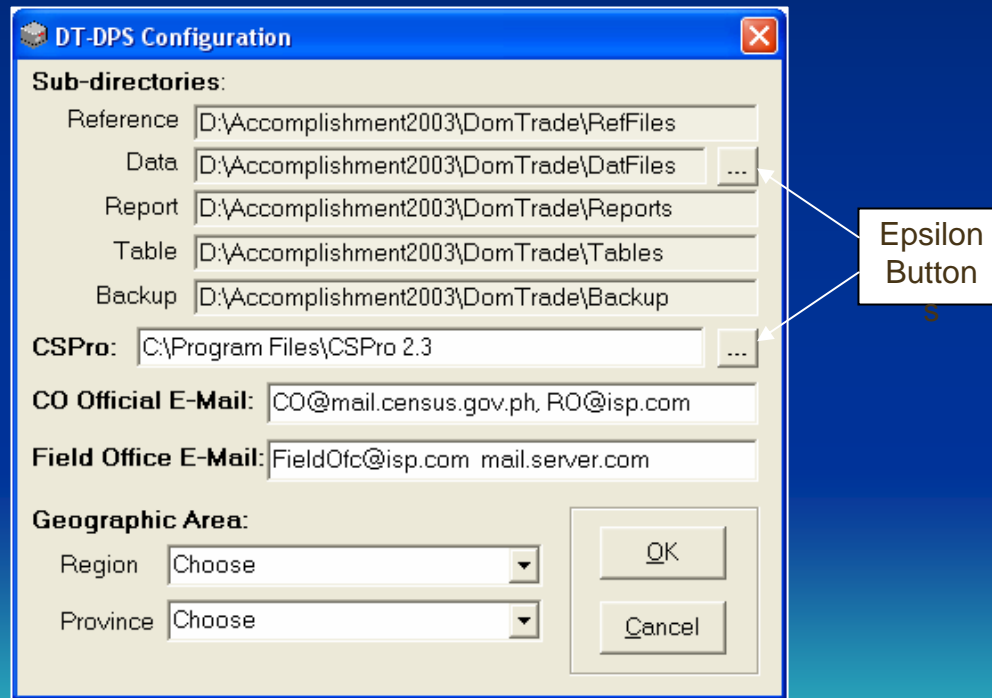
B.2.4. System Configuration

Only the Supervisor can change the configuration. However, other operators can view it like on the following window:

B. Getting Started

B.2.4.   System Configuration

B. Getting Started

B.2.5.   Table/Report Viewer

Clicking *Tools Menu* then *Table/Report Viewer* will open the CSPro Text Viewer application to be used in browsing any kind of text files.

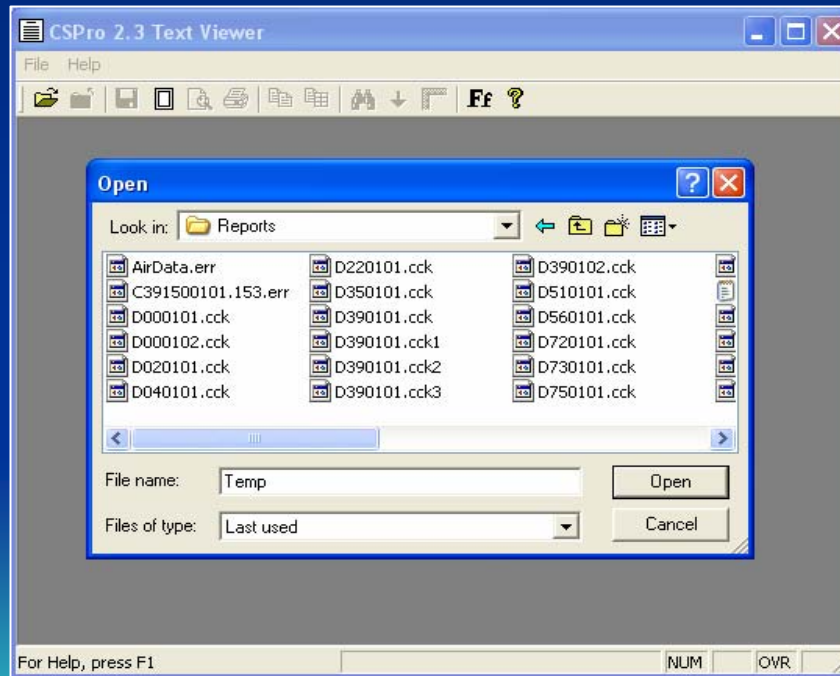# B. Getting Started

B.2.5. Table/Report Viewer

Specifically, all tables, reports and forms generated by the system can be viewed in this utility program of CSPro.

B. Getting Started

B.2.5. Table/Report Viewer

B. Getting Started

B.2.6.   Domestic Trade Forms

Control Forms and Processing Sheets used in different Domestic Trade can be generated thru this module of the system.

B. Getting Started

B.2.6. Domestic Trade Forms

Information needed is asked if the operator wishes to have the form filled-up by necessary data. Just click on *Tools Menu* then *Domestic Trade Forms* and then choose any form wanted to be generated.

B. Getting Started

B.2.7.   View Reference Files

Reference Files used by the system can be viewed for verification purposes or looking for the code of the specific item or description.

B. Getting Started

B.2.7.   View Reference Files

These can also be printed for offline usage. Click on *Tools Menu* then *View Reference Files* and then choose reference file to view.

B. Getting Started

B.2.8.   Operator Statistics Report

Click *Tools Menu* then *Operator Statistics Report* to view operators' accomplishment in specific period of time as the example of the report is shown below:

B. Getting Started

B.2.8. Operator Statistics Report

```
Operator Statistics Report


        Accomplishment of DT-DPS Operator by Data Entry Mode: December 1 - 7, 2003

---------------------------------------------------------------------------------------
Name of Operator/           Total No.of         Average Speed           Total Hours
    Data Entry Mode         Records Keyed       (Keystrokes/Hour)        Worked
---------------------------------------------------------------------------------------

Renato P. Asuncion

    Add                       1,000               10,000                   55
    Key-Verify                  500                5,000                   50
    Modify                      300                  900                  100

Virgie Raposas

    Add                       1,750                9,000                  155
    Key-Verify                  800                5,000                   50
    Modify                      300                  900                  100

Juan Dela Cruz

    Add                       1,000               10,000                   55
    Key-Verify               11,500               15,000                  150
    Modify                      300                  900                  100

---------------------------------------------------------------------------------------
```

B. Getting Started

B.2.9.   Backup/Send Merged Data Files

Merged data files of all Domestic Trade in a province in a given month are needed to be backup by compressing them in one zipped file…..

B. Getting Started

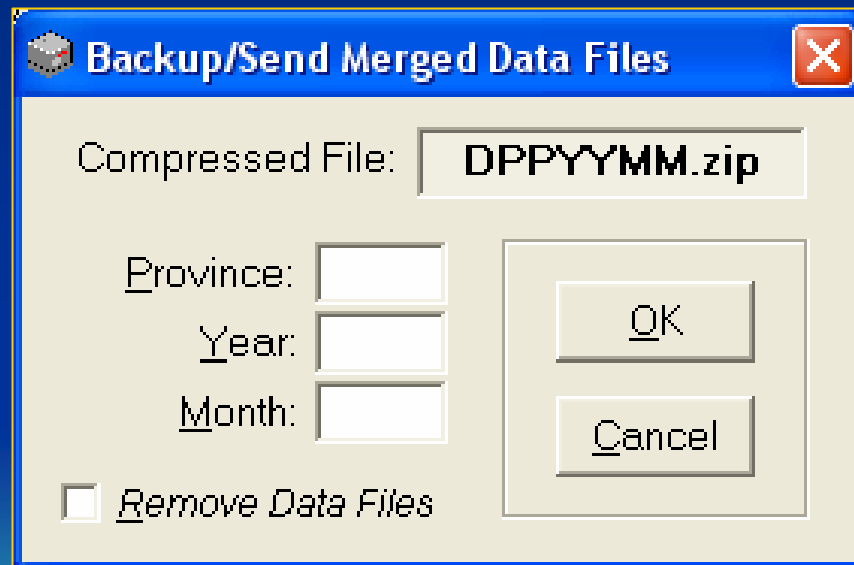## B.2.9. Backup/Send Merged Data Files

…..to be submitted to the Central Office thru the *E-mail Application* of the system. Clicking on *Tools Menu* then *Backup/Send Merged Data Files* will appear the following window to get the parameters needed:

B. Getting Started

B.2.9. Backup/Send Merged Data Files

B. Getting Started

B.2.9.   Backup/Send Merged Data Files

Remove Data Files Option can be checked to prevent displaying unnecessary data files wherein the data entry processing is no longer needed in this group of data.

B. Getting Started

B.2.9.   Backup/Send Merged Data Files

Anyway, these data files are already merged and zipped as backup that can be restored using the *Restore Data Files Module* of the system.

B. Getting Started

B.2.9.   Backup/Send Merged Data Files

After successfully backed-up the merged data files, the system will ask the operator to send the compressed file to Central Office.

B. Getting Started

B.2.9.   Backup/Send Merged Data Files

If so, then the following *DT-DPS E-Mail Application Window* will appear wherein recipient, sender, subject, and the file attachment are automatically supplied by the application.

B. Getting Started

B.2.9. Backup/Send Merged Data Files
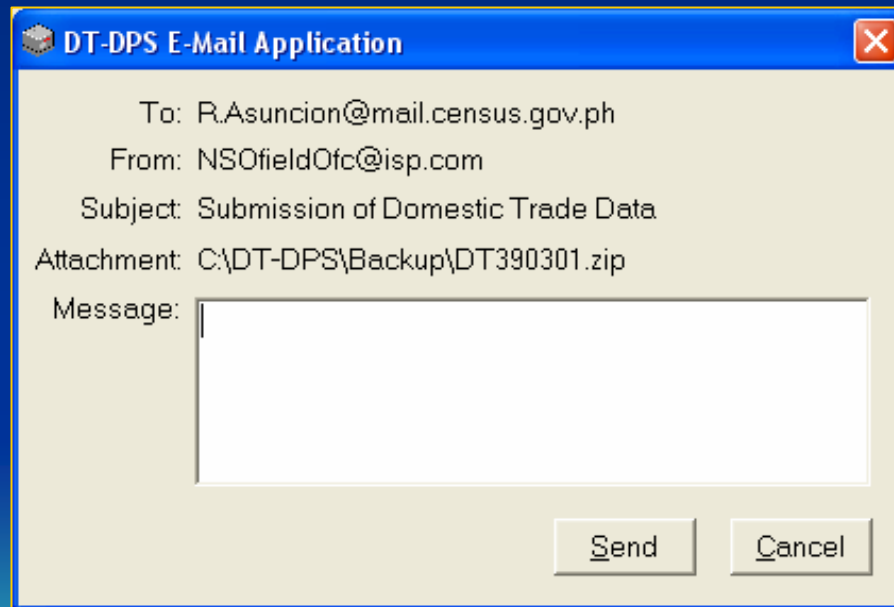
B. Getting Started

B.2.9. Backup/Send Merged Data Files

It has also reserve a space for the sender to write any message he/she wants to convey to the Central Office.

B. Getting Started

B.2.10. Restore Data Files

Data files compressed in zip files as created in *Backup/Send Merged Data Files Module* of the system can also be restored for further data entry processing.

B. Getting Started

B.2.10.   Restore Data Files

Clicking the *Tools Menu* then *Restore Data Files* will open the following window:
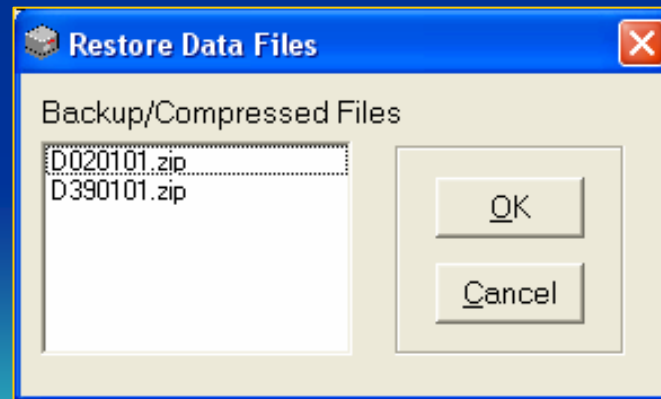
B. Getting Started

B.2.11. Convert Old DomStat DBF Data Files

An added feature of the system to convert old DBF data files from previous DOS-based DomStat.

B. Getting Started

B.2.11. Convert Old DomStat DBF Data Files

The new window-based system will have to be able to process these data particularly in *Tabulation Application*.

B. Getting Started

B.2.11. Convert Old DomStat DBF Data Files

Click on *Tools Menu* then *Convert Old DomStat DBF Data Files* to display the following window and then start the conversion.

B. Getting Started

B.2.11. Convert Old DomStat DBF Data Files
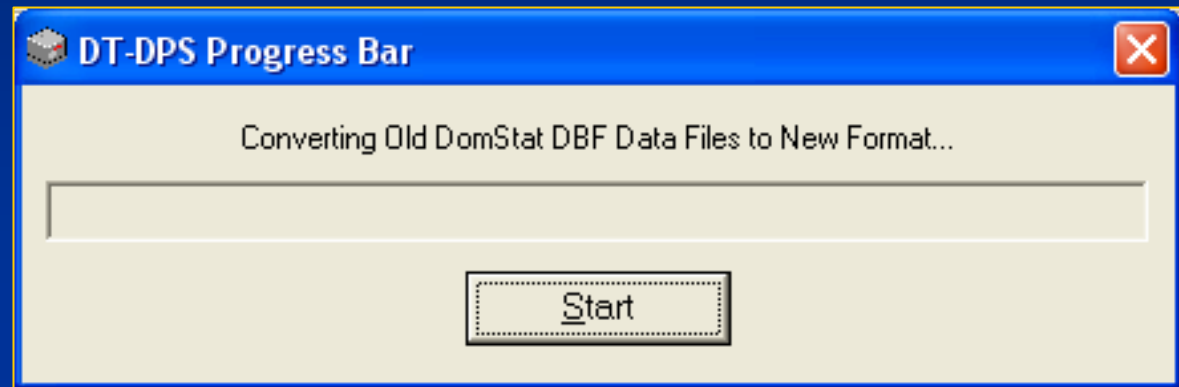
B. Getting Started

B.2.12. Help File

Operator may browse the Operator's Manual online. Click on *Help Menu* then *User's Manual* or just by pressing F1 key to open the help file.

B. Getting Started

B.2.13. About DT-DPS

Click on *Help Menu* then *About DT-DPS* to view the version and developer of the system, and also the telephone numbers of concerned Central Office Divisions for technical support.

C. Data Entry Applications

C.1. Create/Add

To encode Domestic Trade data, necessary control information found on the bundle cover are encoded first to create new data file.

C. Data Entry Applications
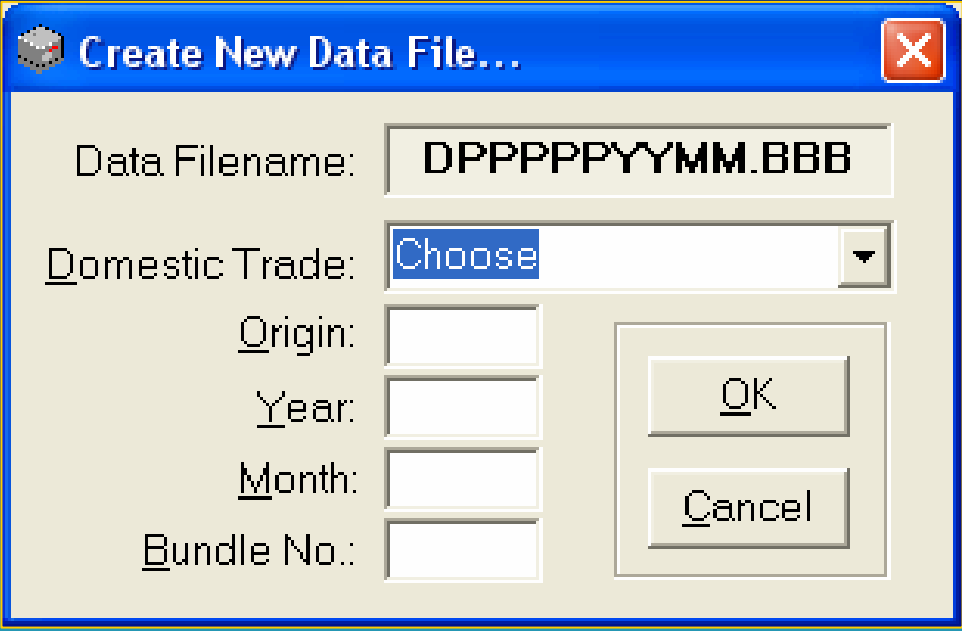
C.1. Create/Add

To do this, click on *File Menu* then *New Data File* (or *New Button* found at the Tool Bar) to display the following *Create New Data File Window*:

C. Data Entry Applications

C.1. Create/Add

C. Data Entry Applications

C.1. Create/Add

If the corresponding data file is found existing in the *DatFiles Sub-Directory* by the system, the operator will be informed and asked if he/she wants to just add new records.

C. Data Entry Applications

C.1. Create/Add

Encoding of data in bundle need not be continuous in one session. However, all records in a processing sheet must be entered for the system to save the records keyed.

C. Data Entry Applications

C.1. Create/Add

With this, Data Entry Application can be halted and the job can be resumed at another time. Then, the operator can use the *Add Records* feature of the system…..

C. Data Entry Applications

C.1. Create/Add

…..by clicking on *File Menu* then *Data Entry Applications* then *Add* (or *Add Button* found at the Tool Bar).

C. Data Entry Applications

C.1. Create/Add

If data files are not on display, the *Add Data Window* similar to the previous figure will appear to determine the data file the operator wants to add records to.

C. Data Entry Applications

C.1. Create/Add

Otherwise, data file selected as seen in the following figure will be the one opened by the system for data entry in adding records.

C. Data Entry Applications

C.1. Create/Add
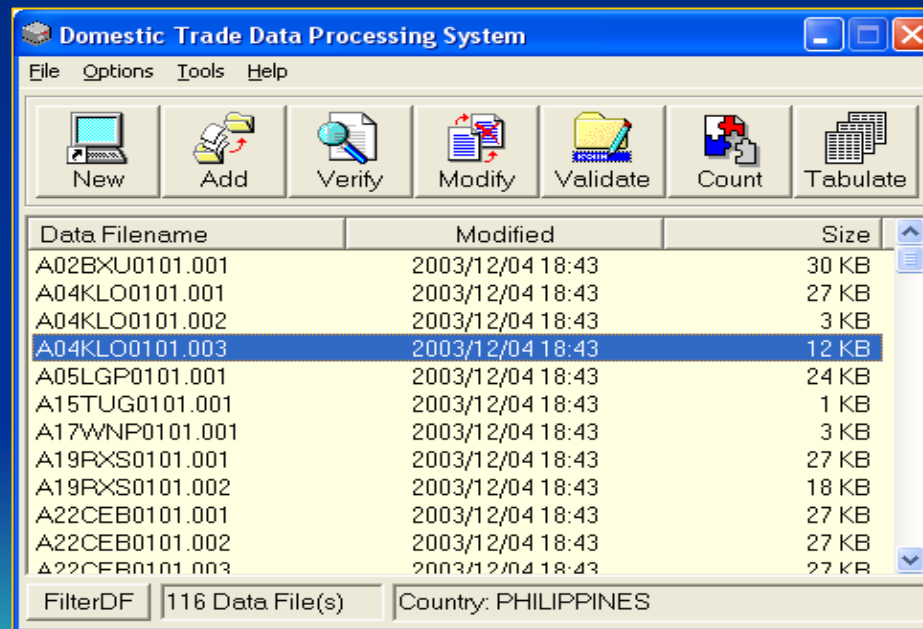
C. Data Entry Applications

C.2. Key-Verify

Data keyed-in must be key-verified to minimize erroneous encoded data. This is a CSPro feature used in ensuring the data written in the questionnaire to be exactly the same with the data encoded in the data file.

C. Data Entry Applications

C.2. Key-Verify

To do this, click on *File Menu* then *Data Entry Applications* then *Verify* (or *Verify Button* found at the Tool Bar). Determining the data file to be key-verified is the same way with the Add Mode.

C. Data Entry Applications

C.3. Modify

Encoded data can be edited or changed using the *Modify Mode* of the Data Entry Applications. Just click on *File Menu* then *Data Entry Applications…..*

C. Data Entry Applications

C.3. Modify

….. and then *Modify* (or *Modify Button* found at the Tool Bar). Determining the data file to be edited is also the same way with the Add and Verify Modes.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Enter Data

CSEntry will automatically show the first form in the application when you begin adding a case.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Enter Data

The cursor will appear in the first field on the form, ready for you to enter data. You may be required to press the Enter key when you have finished keying data for a field.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Enter Data

Otherwise, the cursor will automatically move to the next field once the current field is filled up.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1. New / Add Cases

Enter Data

In any case, you can press Enter to move to the next field if the current field is not filled up.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Enter Data

As you move from field to field, the status bar at the bottom of the screen shows you the name and occurrence number of the current field.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Insert/Delete/Sort Group Occurrences (F3, Ctrl+F3, F4, F5)

Use F3 to insert a group occurrence before the current occurrence or Ctrl+F3 to insert after the current occurrence.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Insert/Delete/Sort Group Occurrences (F3, Ctrl+F3, F4, F5)

Use F4 to delete the current occurrence. The F5 key will sort the occurrences based on the values in the current field.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

End Group Occurrences

Use / (num keypad) to end a group occurrence. This key will move the cursor to the next line.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Pause Data Entry

Whenever the operator is in Add, Modify, or Verify mode, a timer is running. This timer is used to generate the operator statistics for that session.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Pause Data Entry

Pause (Ctrl+P or   ) stops the timer until the operator either presses Ctrl+P again, or resumes typing.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Pause Data Entry

The timer affects the calculation of keystrokes/hour. If you need to leave the computer for a few minutes, but are in the middle of a session,

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Pause Data Entry

you should pause data entry so that time will not be counted against you.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Stop Data Entry

Pressing Ctrl+S or ■ will end the current Add or Modify mode session, as well as make an entry to the operator statistics .LOG file.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Stop Data Entry

- If you are the beginning of a case, the session will end immediately.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1. New / Add Cases

Stop Data Entry

- If you have started, but not completed, a case, you must either cancel the current case or complete the case.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Stop Data Entry

If you cancel the case, you will lose all data keyed for that case.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Full Screen

From the View menu, select Full Screen, or press Ctrl+U.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Full Screen

A check mark appears next to the Full Screen menu item when the display is in full screen mode. The setting of Full Screen affects ALL applications.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Full Screen

This feature will help the operator to toggle between trees on left and full screen.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Finish/Save a Case

Normally you finish a case when you have completed entering the processing sheet, at which time CSEntry asks you to accept the case.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1.   New / Add Cases

Finish/Save a Case

If you do, CSEntry immediately writes the case to the data file.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 1. New / Add Cases

Finish/Save a Case

The operator may press F12 or Crtl+ / (num keypad) to end a case at any time.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2. Modify Cases

The Modify mode is used mainly to correct record/s and case/s.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2. Modify Cases

Move Between Cases

Once you have finished modifying (or simply viewing) a case, you may move to a different case in one of the following ways:

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2.   Modify Cases

Move Between Cases

- Click on a different case ID on the tree.

- Use the toolbar to select first, previous, next or last case in the data file.

C. Data Entry Applications

C.4. **Guide in Using CSPro**

C.4. 2.   Modify Cases

Move Between Cases

◄◄	◄◄	►►	►►◄

◄◄ First Case
◄◄ Previous Case
►► Next Case
►►◄ Last Case
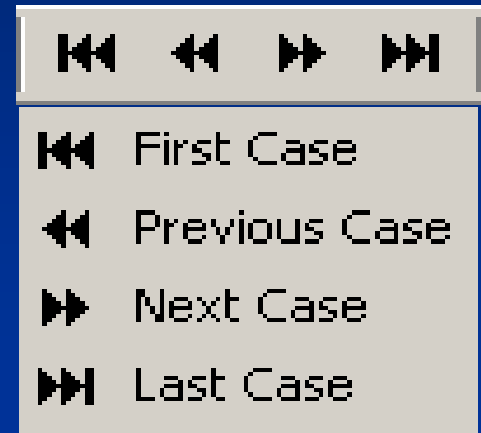
Use the menu to select first, previous, next or last case in the data file.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2.   Modify Cases

Move Between Cases

Use the special keys to select first, previous, next or last case in the data file.

C. Data Entry Applications

C.4. **Guide in Using CSPro**

C.4. 2. **Modify Cases**

Move Between Cases

Ctrl + Home	Move to the first case in the file.
Ctrl + PgUp	Move to the previous case in the file.
Ctrl + PgDn	Move to the next case in the file.
Ctrl + End	Move to the last case in the file.

C. Data Entry Applications

C.4. **Guide in Using CSPro**

C.4. 2. **Modify Cases**

Stop Data Entry

- If you have not made any changes to the current case, the session will end immediately.

C. Data Entry Applications

C.4. **Guide in Using CSPro**

C.4. 2. **Modify Cases**

Stop Data Entry

- If you have made changes to the current case, you must either cancel the changes or save the case.

C. Data Entry Applications

C.4. **Guide in Using CSPro**

C.4. 2.   Modify Cases

Delete a Case

1. You need to stop data entry first.

2. Click on the case ID on the tree on the left side of the screen.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2.   Modify Cases

Delete a Case

3.   From the menus, select Functions, then Delete case; or press the Delete key.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2.   Modify Cases

Save a Case

Saving a case will write the contents of the current case to the data file, including any changes you have made.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2. Modify Cases

Save a Case

This includes all records, of all types, into which data have been entered. Use the F12 or Crtl+ / (num keypad) keys to save a case.

C. Data Entry Applications

C.4. Guide in Using CSPro

 C.4. 2. Modify Cases

Other Menus

- Insert/Delete/Sort Group Occurrences (F3, Ctrl+F3, F4, F5)

- End Group Occurrences (/ [num keypad])

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2.   Modify Cases

Other Menus

- Pause Data Entry

- Full Screen

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4. 2.   Modify Cases

Other Menus

Instructions for these menus are also the same with the New/Add Case mode.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3. Verify Cases

Verify Data

When you verify a case, you key the case a second time as if you were in Add mode. Even though there is already data in the data file, CSEntry does not show this to you.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Verify Data

All fields on the current form start out blank. Each time you key a field, the system compares the value you keyed with the value in the data file.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Verify Data

If these two values match, you move to the next field. If the values do not match, you get a message telling you so.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3. Verify Cases

Verify Data

When this happens, simply rekey the field. One of the following situations will occur:

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Verify Data

- The second value you key matches the value in the data file. The system assumes your first value is in error and moves to the next field. There will be no change to the data file for this field.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Verify Data

- The second value you key matches the first value you keyed. The system assumes the value in the data file is in error and moves to the next field. The new value, which you keyed twice, will replace the original value in the data file.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3. Verify Cases

Verify Data

- The second value you key matches neither the value in the data file nor the first value you keyed. The system will throw away the first value you keyed, show you the mismatch message and wait for you to rekey the field again.

C. Data Entry Applications

C.4. **Guide in Using CSPro**

C.4.3. **Verify Cases**

Verify Data

CSEntry keeps track of the last case that was verified, and positions you automatically to the next case to verify.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Show Values

Sometimes you need to see the values in the data file on the screen. This is particularly useful if you are unsure which case you are verifying or exactly where in the case you are.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3. Verify Cases

Show Values

You can use the Ctrl+F2 key to do this. When you press the Ctrl+F2 key you will see the values for all the fields on the current form. You must press Ctrl+F2 again to resume verifying.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Stop Data Entry

- If you are at the beginning of a case, the session will end immediately

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Stop Data Entry

- If you have started, but not completed, a case, you must either cancel the current case or complete the case.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Stop Data Entry

If you cancel the case, it will not be considered verified and any changes you made to the case will be lost.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Finish/Save a Case

When the case is completely verified, you are then prompted to accept the case.

C. Data Entry Applications

C.4. Guide in Using CSPro

C.4.3.   Verify Cases

Other Menus

- Pause Data Entry
- Full Screen

Instructions for these menus are also similar with the New/Add Case mode.

D. Data Validation Module

To have a reliable tabulation output, data encoded must be validated using the Batch Edit Program created in CSPro, a window-based statistical application. Determining data file to be validated is also the same way with the Data Entry Applications.

D. Data Validation Module

That is when data files are not on display. Otherwise, more than one data file can be selected to run for *Validation Module* of the system. Error Listing will be displayed afterwards using the CSPro Text Viewer Application.

D. Data Validation Module

The following is an example of Validation Error Listing File:

```
+-------------------------------------------------------+
|          1 Records Read ( 100% of input file)         |
|          0 Ignored (        0 unknown,      0 erased) |
|          0 Messages (       0 U,       0 W,       0 E) |
+---------+--------------+--------------+--------------+
|  Level  |  Input Case  |  Bad Struct  |  Level Post  |
+---------+--------------+--------------+--------------+
|    1    |           1  |           0  |           1  |
+---------+--------------+--------------+--------------+




Process Messages

                    DOMESTIC TRADE DATA PROCESSING SYSTEM
                          AIR TRADE ERROR LISTING

-----------------------------------------------------------------------------
                    Batch FileName:   A02BXU0112.003
             ORIGIN[02BXU] YEAR[01] MONTH[12] BUNDLE NUMBER[003]
-----------------------------------------------------------------------------

Sheet No.[0001]

1. Invalid True Destination of the Commodity    [0001]
2. Invalid True Origin of the Commodity    [0001]
3. Invalid Sales Outlet    [1 ]
4. Incorrect Grand Total Charges        ACHARG [     1]   FCHARG [     2]   GTC [    34]
-----------------------------------------------------------------------------

CSPRO Executor Normal End
-----------------------------------------------------------------------------
```

E. Completeness Check (CCK)

Reliable tabulation output is also depending on the completeness of data being tabulated. This can be ensured in using *Completeness Check Module* of the system by clicking on *File Menu* then *Completeness Check* (or *Count Button* found at the Tool Bar). The following window will be appeared to get some information needed to generate the CCK Report File as the example can be viewed on the subsequent figure.

E. Completeness Check (CCK)

However, merging of data files is pre-requisitely performed due for the completeness calculation in a given month. Merge Data Files with the CCK Report File are the ones being transmitted to the Central Office but in compressed file done in *Backup/Send Merged Data Files* utility program of the system.

E. Completeness Check (CCK)

Completeness Check (CCK)

Merged Data Files: ?PPYYMM.mrg

Province: ____
Year: ____
Month: ____

☐ Remove Data Files

OK

Cancel

```
              Domestic Trade Completeness Check: MANILA, FIRST DISTRICT
                          (Year:2001 Month:January)
-----------------------------------------------------------------------------------
Domestic Trade/Station or Port    Total No. of Records   Total Value (Php)*   Total Quantity (Kg)
-----------------------------------------------------------------------------------

Air Trade                               18,090            88,800,387           1,505,882

 39MNL-MANILA                           18,090            88,800,387           1,505,882


Rail Trade                                   0                     0                   0

 39MLA-MANILA                                0                     0                   0

 39PAC-PACO                                  0                     0                   0

 39STA-STA. MESA                             0                     0                   0

 39TAY-TAYUMAN                               0                     0                   0


Coastwise Trade                         11,660         4,914,573,340         149,169,216

 39130-MANILA INTERNATIONAL
 CONTAINED DODT                              0                     0                   0
```

E. Completeness Check (CCK)

Bundling Status is also generated in the *Completeness Check Module*. It is included in the CCK Report File written at the bottom part of the report.

E. Completeness Check (CCK)

Example is presented below:

```
39150-MANILA (FIRST DISTRICT)
NORTH HARBOR                                385            130,278

39170-MANILA SOUTH HARBOR,
MANILA                                        0                 0

39500-OTHER OTHER NATIONAL
PORTS (1ST DISTRICT, MANILA)                  0                 0

39700-OTHER MUNICIPAL PORTS
(1ST DISTRICT, MANILA)                        0                 0

39900-OTHER PRIVATE PORTS
(1ST DISTRICT, MANILA)                        0                 0

----------------------------------------------------------------------
NOTE: * - This must be "Total No. of Passenger" under Coastwise Passenger


                          Bundling Status
----------------------------------------------------------------------
Domestic Trade    Total No.of Bundles    Highest Bundle No.    Missing Bundle Numbers
----------------------------------------------------------------------

Air Trade               62                  062

Rail Trade               0                  000

Coastwise Trade         18                  172                 001,002,003,004,005,
                                                                006,007,008,009,010,
                                                                011,012,013,014,015
```

E. Completeness Check (CCK)

The Central Office can generate a National Completeness Check for the verification of submission of data by Domestic Trade and by Province. A province code of zero (0) must be supplied to output the CCK for national level.

E. Completeness Check (CCK)

The following figure is an example:

```
                 Domestic Trade Completeness Check: PHILIPPINES
                           (Year:2001 Month:January)

----------------------------------------------------------------------------------
Domestic Trade/Station or Port    Total No. of Records    Total Value (Php)*    Total Quantity (Kg)
----------------------------------------------------------------------------------


Air Trade                              30,279               382,237,380              3,833,281

  02-AGUSAN DEL NORTE                     338                 3,738,400                 58,127

  04-AKLAN                                451                 2,129,584                 79,917

  05-ALBAY                                270                 2,363,871                 19,660

  09-BATANES                                0                         0                      0

  11-BENGUET                                0                         0                      0

  12-BOHOL                                  0                         0                      0

  15-CAGAYAN                                5                    60,000                    164

  16-CAMARINES NORTE                        0                         0                      0

  17-CAMARINES SUR                         21                    41,700                    359
```

F. Tabulation Application

Clicking on *File Menu* then *Tabulation* (or *Tabulate Button* found at the Tool Bar) will display the following *Tabulation Application Window* to get the particular table requested and parameters needed.

F. Tabulation Application

Different periods of year and quarter, and level of geographical areas can be requested to generate the applicable statistical table.

F. Tabulation Application

This will depend on the setup in the system configuration. If the province is currently configured, only the statistics covered and applicable to the province will be generated.

F. Tabulation Application

Sample table is shown at the second figure.

G. Appendices

G.1. Reference Files

G.1.1. Air Trade

1. AirStation.ref – Code and Name of Air Station

2. IssuingOfc.ref – Code and Name of Issuing Office

3. ModePay.ref – Code and Description of Mode of Payment

G. Appendices

G.1. Reference Files

G.1.1. Air Trade

4. RateBasis.ref – Code and Description of Rate Basis

5. RateClass.ref – Code, Min. and Max. Weights used in Rate Classification of Issuing Office

G. Appendices

G.1. Reference Files

G.1.2. Rail Trade

1. RailStation.ref – Code and Name of Rail

G. Appendices

G.1. Reference Files

G.1.3. Coastwise Trade and Coastwise Passenger

1. PortPMU.ref – Code, PMU, and Name of Port

2. Pier/Zone.ref – Province Code, Zone Code and Name of Pier

G. Appendices

G.1. Reference Files

G.1.3. Coastwise Trade and Coastwise Passenger

3. Handling.ref – Code, Name and Description of Type of Handling of Coastwise Cargo

4. Occupancy.ref – Code, Name and Description of Area of Occupancy

G. Appendices

G.1. Reference Files

G.1.4. Common Reference Files

1. ProvCMun.ref – Province Code, City/Municipality Code, and Area Name

2. RegProv.ref – Region Code, Province Code, and Area Name

3. PSCC1Digit.ref – Code and Description of Commodity Section

G. Appendices

G.1. Reference Files

G.1.4. Common Reference Files

4. PSCC2Digit.ref – Code and Description of Commodity Division

5. PSCC3Digit.ref – Code and Description of Commodity Group

G. Appendices

G.1. Reference Files

G.1.4. Common Reference Files

6. PSCC4Digit.ref – Code and Description of Commodity Sub-Group

7. PSCC5Digit.ref – Code and Description of Commodity Item