

Domestic Trade Data Processing System (DT-DPS)

Version 1.1



User's Manual

National Statistics Office
Manila

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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.

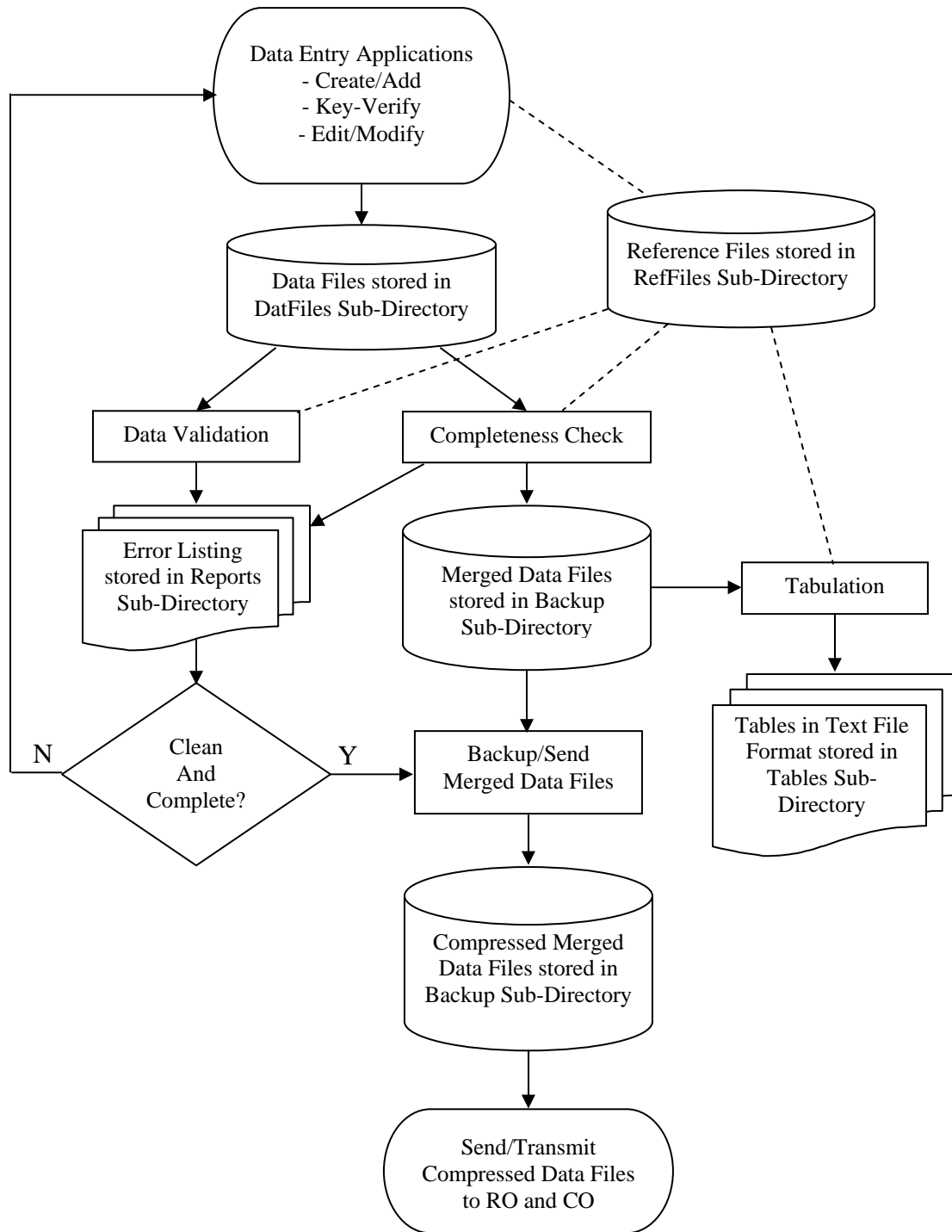
This system is an all-embracing Information Technology solution to cover all data processing activities of Domestic Trade from data entry, validation, completeness check, compilation, and tabulation up to maintenance of data files of previous years. With this, statistics in series or of different years can be generated in Tabulation Application. The operator can also choose different areas, level, period of time and other options to be considered in generation of Statistical Tables

The system has also the capability to show and provide all things needed by the operator as far as data processing is concerned such as printing of forms, browsing reference files, and online help among others.

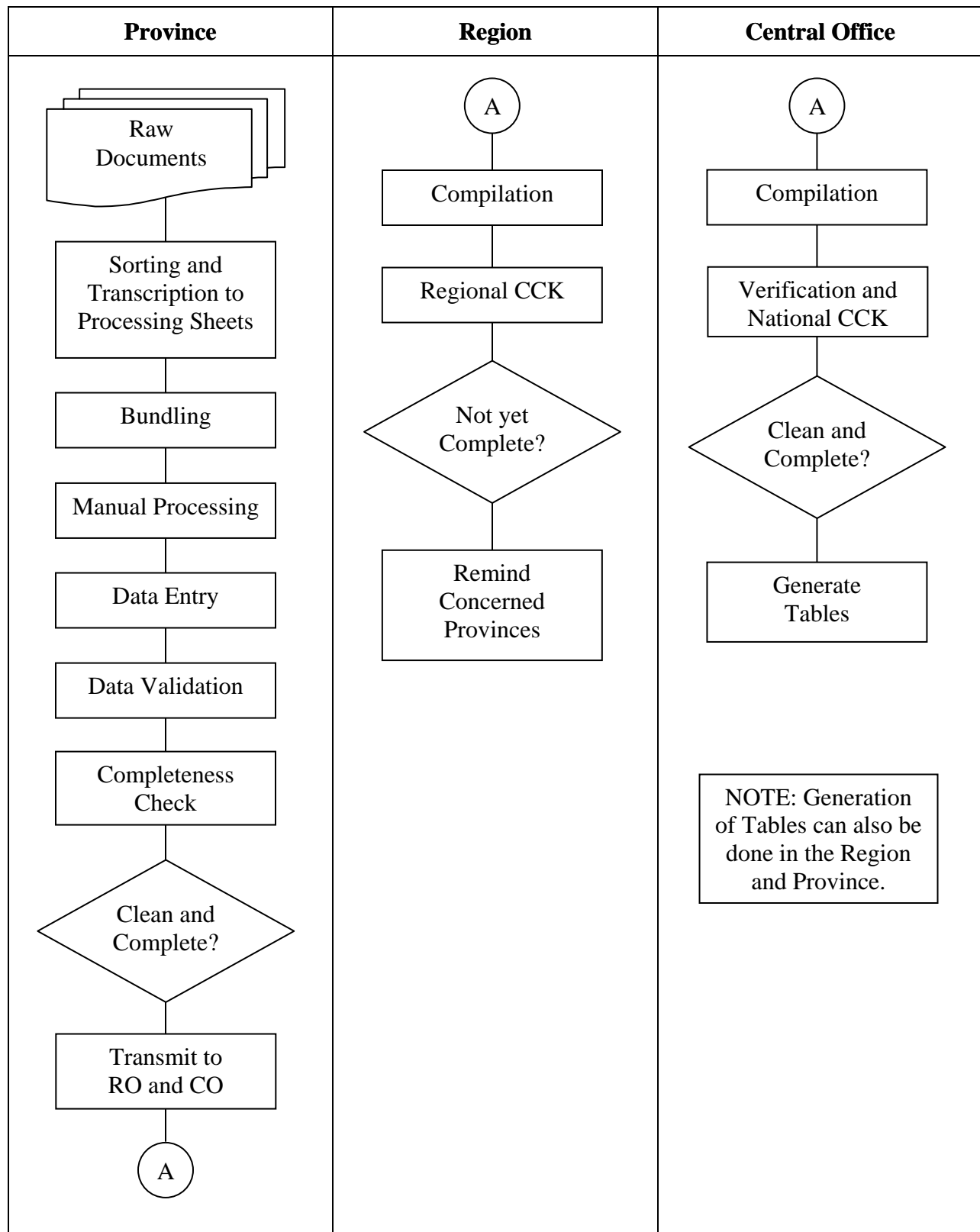
Submission of data files from province can now be easily transmitted thru E-Mail, which is integrated into the system, provided the computer unit used is connected to the Internet. Otherwise, ordinary E-mail sending could be done.

The system can also be used in a network environment wherein the Data Directory can be shared and accessed by other workstations. Details of which is shown in Topic B.1. System Installation.

A.1. System Flowchart



A.2. Flow of Data Processing



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:

DPPPPPYMM.BBB

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

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 to 12.

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

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.3.2. 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 DPPYMM.mrg using the same criteria as in Data File naming 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.3.3. CCK Report File – Listing report of the Completeness Check Module of the system with filename convention as:

DPPYMM.ckk

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

PPYMM – same criteria used in Data File naming convention.

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

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. 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.3.5. 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. 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:

DPPPYYYQQ.mrg or DRRRYYYQQ.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

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.

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.3.6. Table Files – Tables generated by the *Tabulation Application* of the system uses the following 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

Ex. Table1A.prn = First Table of Air Trade

Table10C.prn = Tenth Table of Coastwise Trade

A.4. Domestic Trade Forms

A.4.1. Control Form or Bundle Cover

DT Form No. 1		NATIONAL STATISTICS OFFICE Manila	
Control Form for the Processing Sheets / Airway Bills			
(Domestic Trade)			
Province :			
Origin :		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
PMU Code (for Coastwise Only) :		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Pier/Zone Code (for Coastwise Only) :		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Year :		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
Month :		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
		Bundle No. :	
		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	

PROCESSING RECORDS				
ACTIVITY	Date/Time	Signature of		REMARKS
		Started	Finished	
P S S	Bundling			
R T T				
O A A	Manual			
V T F	Processing			
I I F				
N S	Data			
C T	Entry			
I I				
A C	Data			
L A	Validation			
L				
	CCK/Submis-			
	sion of DF			

OK for Transmittal:

PSO Signature

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

DT Form No. 2a

PROCESSING SHEET FOR AIR TRADE

Control Information

Domestic Trade: <u> A </u>	PMU: <u> </u>	Year: <u> </u>	Bundle No.: <u> </u>
Origin: <u> </u>	Pier/Zone: <u> </u>	Month: <u> </u>	Sheet No.: <u> </u>

Air Waybill Particulars

City/Mun. of Destination <u> </u>	Destination <u> </u>
City/Mun. of Origin <u> </u>	Issuing Office <u> </u>
Actual Gross Weight (kg.) <u> </u>	Commodity Code <u> </u>
Declared Value (Php) <u> </u>	Mode of Payment <u> </u>
Equivalent Vol. Wt. (Kg.) <u> </u>	Airline Charges <u> </u>
Rate Basis <u> </u>	Freight Charges <u> </u>
Rate Class <u> </u>	Grand Total Charges <u> </u>

A.4.3. Processing Sheet for Rail Trade

DT Form No. 2b

PROCESSING SHEET FOR RAIL TRADE

Control Information

Domestic Trade: <u> R </u>	PMU: <u> </u>	Year: <u> </u>	Bundle No.: <u> </u>
Origin: <u> </u>	Pier/Zone: <u> </u>	Month: <u> </u>	Sheet No.: <u> </u>

Rail Particulars

Record No.	Station of Destination	Commodity Code	Value (Pesos)	Weight (Kg.)	Total Freight Charges
(1)	(2)	(3)	(4)	(5)	(6)
01					
02					
03					
04					
05					
06					
07					

A.4.4. Processing Sheet for Coastwise Trade

DT Form No. 2c

PROCESSING SHEET FOR COASTWISE TRADE

Control Information

Domestic Trade: C PMU: Year: Bundle No.:

Origin: Pier/Zone: Month: Sheet No.:

Cargo Particulars

Control No.	Destination	Area of Occupancy	Type of Handling	Comm. Seq. No.	Commodity Code	Weight (Kg.)	Value (Peso)	Freight Charges
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01								
02								
03								
04								
05								
06								
07								

A.4.5. Processing Sheet for Coastwise Passenger

DT Form No. 2d

PROCESSING SHEET FOR COASTWISE PASSENGER

Control Information

Domestic Trade: P PMU: Year: Bundle No.:

Origin: Pier/Zone: Month: Sheet No.:

Passenger Particulars

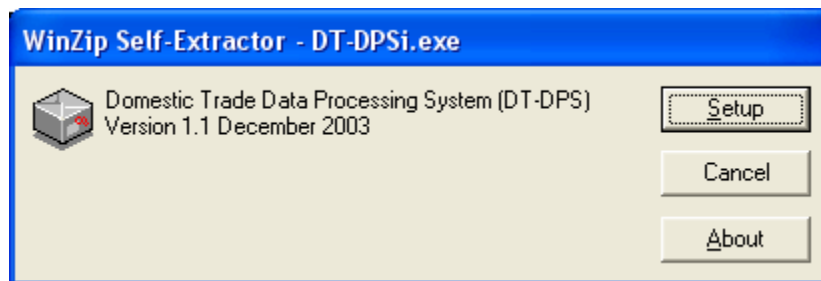
Control No.	Destination	Number of Passengers
(1)	(2)	(3)
01		
02		
03		
04		
05		
06		
07		

B. Getting Started

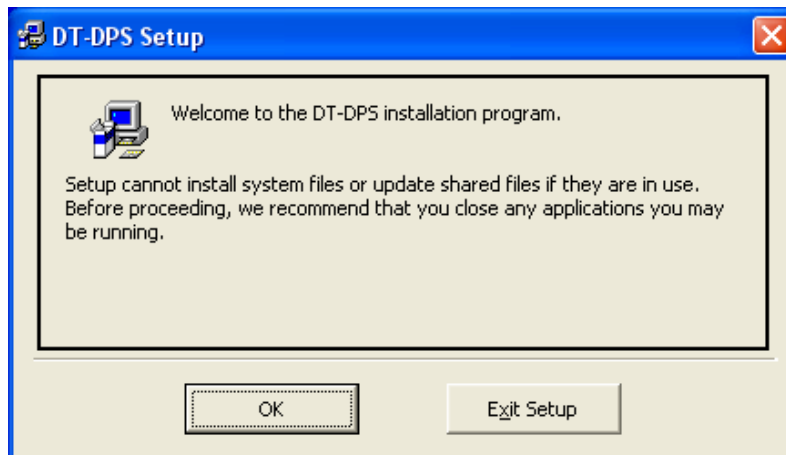
B.1. System Installation

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

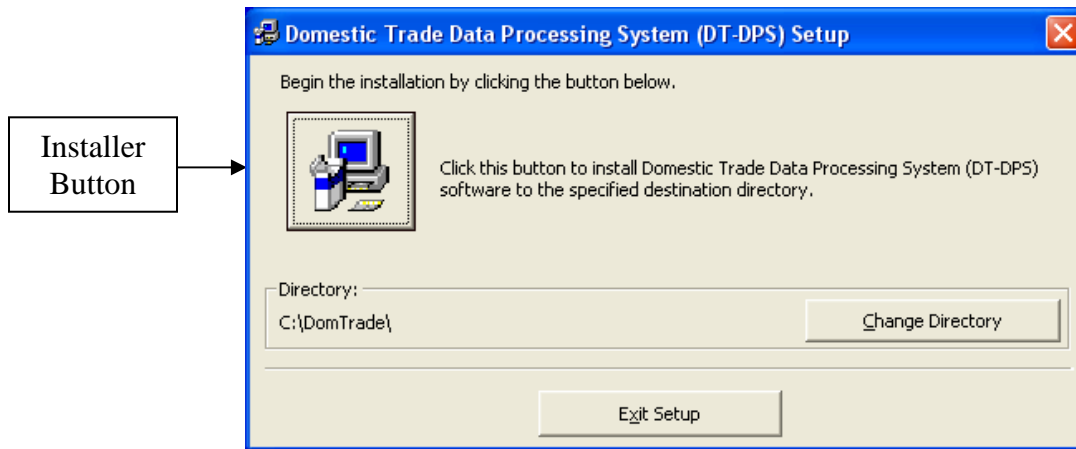
1. Place the DT-DPS Installation CD in an appropriate CD drive.
2. Open the window explorer and look for the **DT-DPSi.exe** at the CD directory, usually named as drive D:\. Double click that application file and the window, as shown below, will pop-up:



3. Click *Setup Button* to unzip the application setup program and the next window will appear.

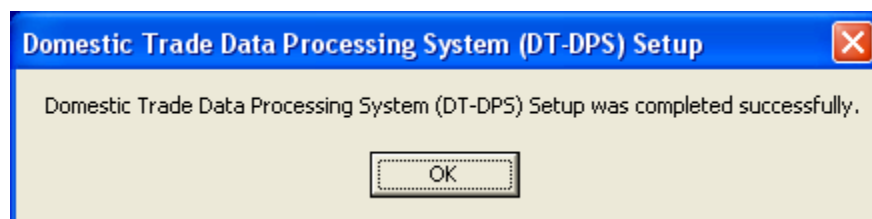


4. After religiously following the recommendation of the previous window, click the *OK Button* and the next window will appear.

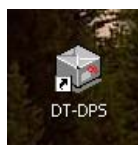


5. To start setting-up the installation of the Domestic Trade System, click the Installer button. (The system is automatically installed in C:\DomTrade directory.) Application directory can be changed according to your preference by clicking the *Change Directory Button*. However, the default directory name is recommended. It is also preferred that the system shall be installed in a hard drive with higher capacity or storage.

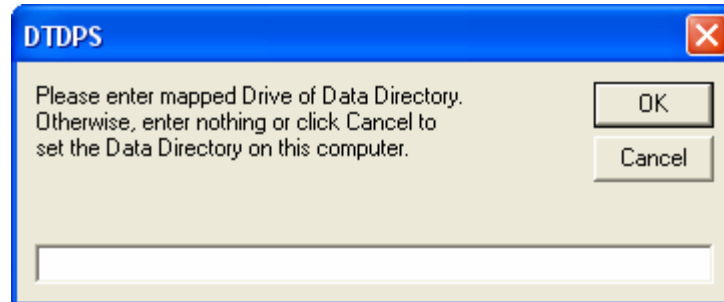
Read and provide appropriate responses to the succeeding instructions of the setup program. After the completion of the setup, the next window will appear. Just click the *OK Button* to end the installation.



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.



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. Otherwise, enter nothing or click *Cancel Button* to set the *Data Directory* on the computer locally. This feature of the system is for networking purposes only.



Notes:

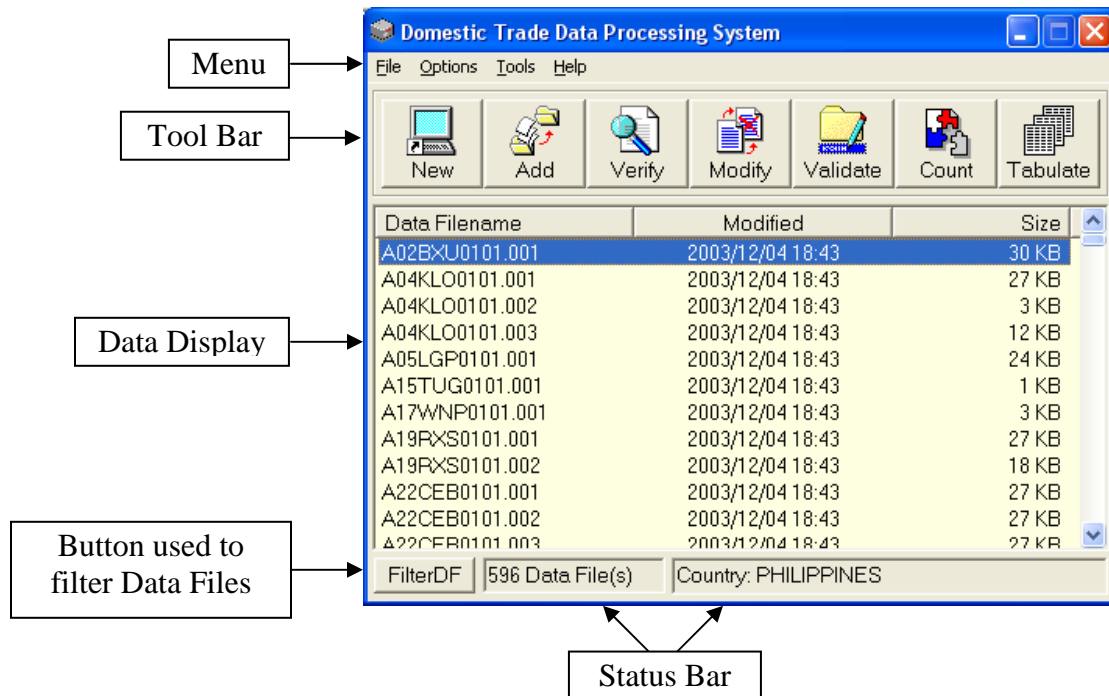
Sharing directory can be done by right clicking on the folder at the windows explorer and then click on *Sharing and Security...* Set the folder (e.g. C:\DomTrade\DatFiles) in full so that other users of the data can make updates on the data files. This is to be done in the computer unit where the *Data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

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.

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

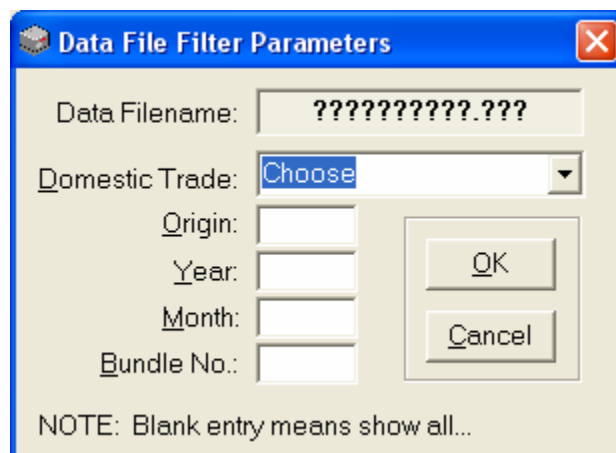
B.2. Tools and Features

B.2.1. Main Window



B.2.2. Display of Data Files

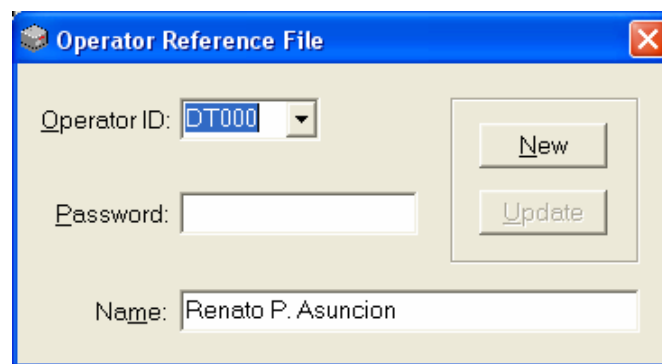
Clicking on *Options Menu* then *Data Files Display On/OFF* (or *FilterDF* or *ShowDF* Button placed at the lower left corner of the main window) will show the following *Data File Filter Parameters Window*. Some information could be supplied to filter particular type of data files wanted to be displayed. The system will display all data files when nothing supplied.



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

Clicking *File Menu* then *Operator Reference File* will display the following window wherein maintaining and updating the Operator Reference File can be done. Own password can be changed anytime the operator wishes.



B.2.4. System Configuration

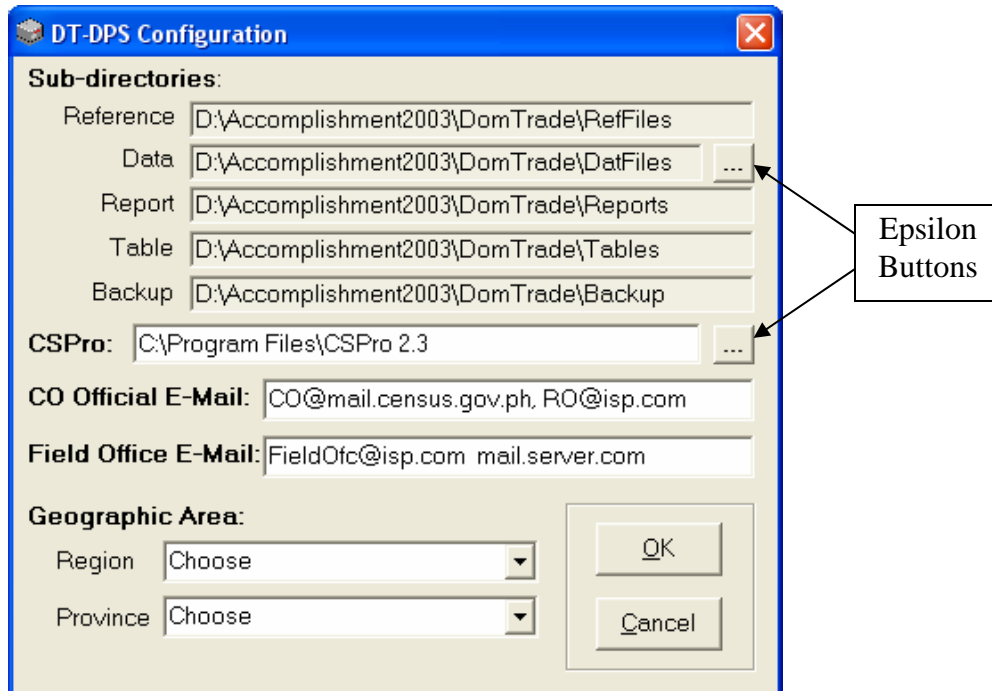
Sub-directories recognized by the system are listed here. CSPro 2.3 is the version used by the system, so it must be installed in the computer unit. The path must be correct or else use the *Epsilon Button* to supply the correct path.

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. 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.

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). 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).

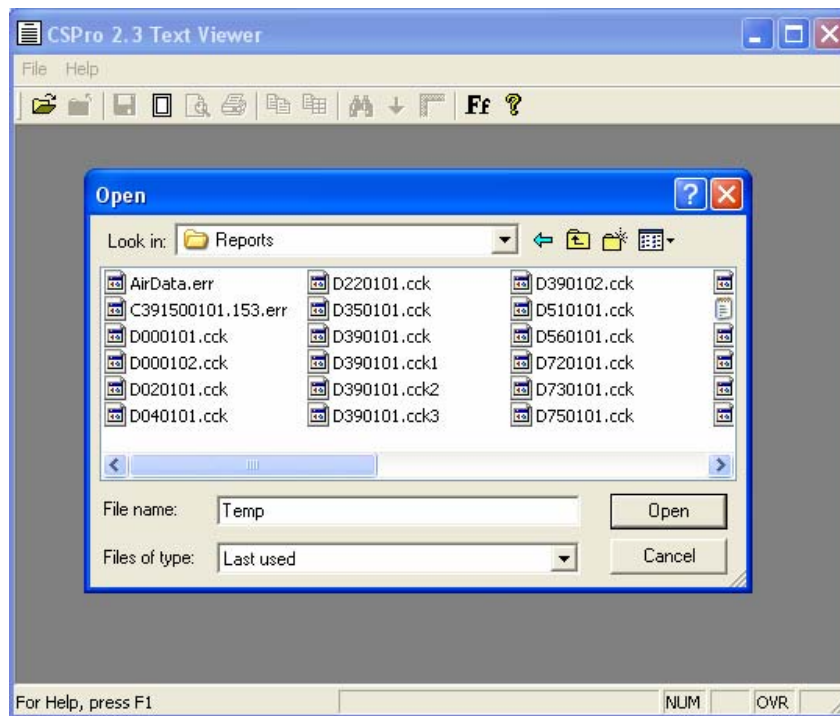
Geographic area where the system was installed must be configured before using the system. This will limit the use for the particular area set.

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



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



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

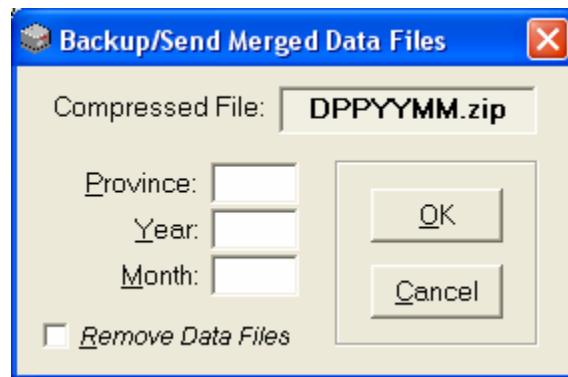
B.2.8. Operator Statistics Report

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:

Operator Statistics Report			
Accomplishment of DT-DPS Operator by Data Entry Mode: December 1 - 7, 2003			
Name of Operator/ Data Entry Mode	Total No. of Records Keyed	Average Speed (Keystrokes/Hour)	Total Hours 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.2.9. Backup/Send Merged Data Files

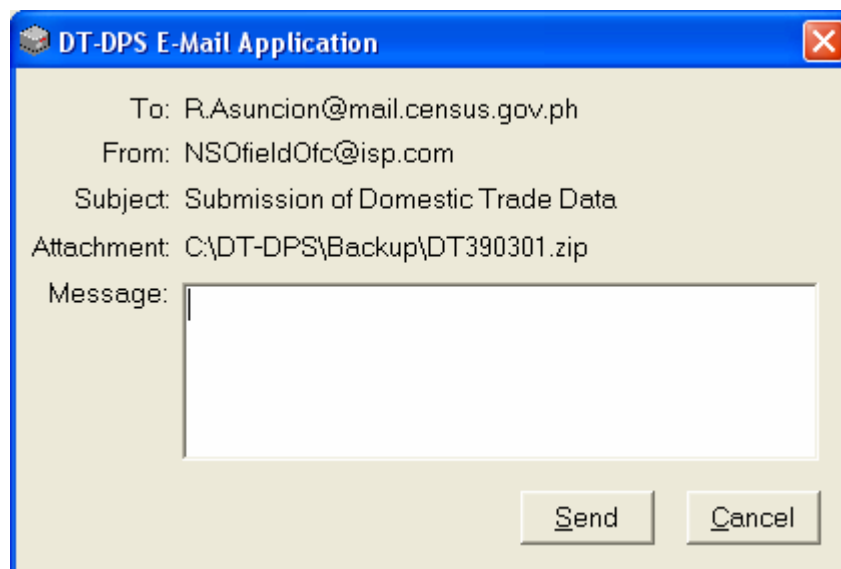
Merged data files of all Domestic Trade in a province in a given month are needed to be backup by compressing them in one zipped file to be submitted to the Central Office thru the *E-mail Application* of the system. Clicking on *Tools Menu* then *Backup/Send Merged Data Files* will appear the following window to get the parameters needed:



The dialog box titled "Backup/Send Merged Data Files" has a blue title bar with a close button. It contains a text field for "Compressed File:" with the value "DPPYYMM.zip". Below this are three text fields for "Province:", "Year:", and "Month:". To the right of these fields are "OK" and "Cancel" buttons. At the bottom left, there is a checkbox labeled "Remove 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. Anyway, these data files are already merged and zipped as backup that can be restored using the *Restore Data Files Module* of the system.

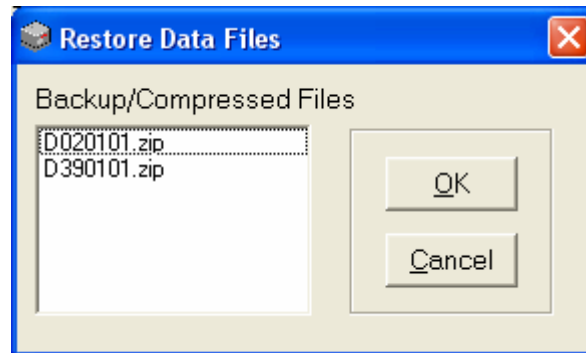
After successfully backed-up the merged data files, the system will ask the operator to send the compressed file to Central Office. If so, then the following *DT-DPS E-Mail Application Window* will appear wherein recipient, sender, subject, and the file attachment are automatically supplied by the application. It has also reserve a space for the sender to write any message he/she wants to convey to the Central Office.



The dialog box titled "DT-DPS E-Mail Application" has a blue title bar with a close button. It displays email details: "To: R.Asuncion@mail.census.gov.ph", "From: NSOfieldOfc@isp.com", "Subject: Submission of Domestic Trade Data", and "Attachment: C:\DT-DPS\Backup\DT390301.zip". Below these is a "Message:" label followed by a large text area for the message body. At the bottom right are "Send" and "Cancel" buttons.

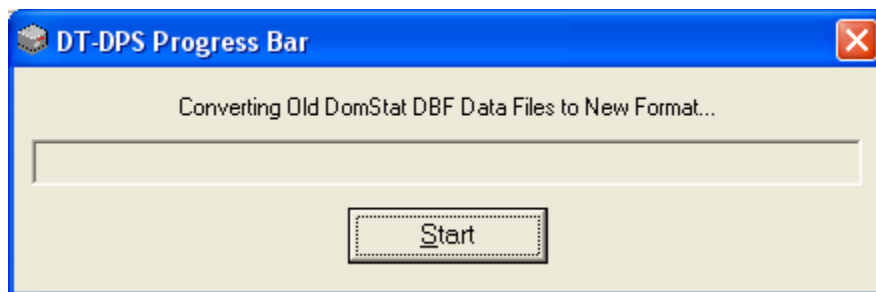
B.2.10. Restore Data Files

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



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. The new window-based system will have to be able to process these data particularly in *Tabulation Application*. Click on *Tools Menu* then *Convert Old DomStat DBF Data Files* to display the following window and then start the conversion.



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.

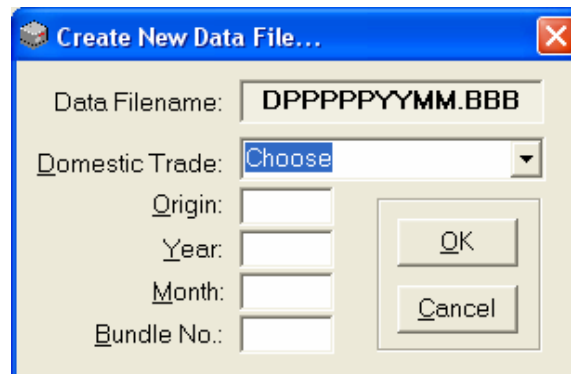
B.2.13. About DT-DPS

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. 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*:



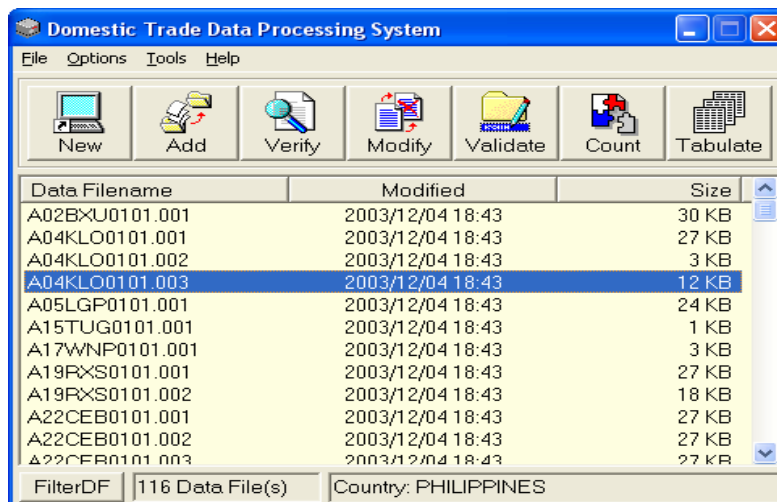
The dialog box titled "Create New Data File..." contains the following fields and controls:

- Data Filename:** A text box containing "DPPPPPYMM.BBB".
- Domestic Trade:** A dropdown menu with "Choose" selected.
- Origin:** An empty text box.
- Year:** An empty text box.
- Month:** An empty text box.
- Bundle No.:** An empty text box.
- Buttons:** "OK" and "Cancel" buttons.

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.

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

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



The screenshot shows the "Domestic Trade Data Processing System" window. It has a menu bar (File, Options, Tools, Help) and a toolbar with icons for New, Add, Verify, Modify, Validate, Count, and Tabulate. Below the toolbar is a table listing data files.

Data Filename	Modified	Size
A02BXU0101.001	2003/12/04 18:43	30 KB
A04KLO0101.001	2003/12/04 18:43	27 KB
A04KLO0101.002	2003/12/04 18:43	3 KB
A04KLO0101.003	2003/12/04 18:43	12 KB
A05LGP0101.001	2003/12/04 18:43	24 KB
A15TUG0101.001	2003/12/04 18:43	1 KB
A17WNP0101.001	2003/12/04 18:43	3 KB
A19RXS0101.001	2003/12/04 18:43	27 KB
A19RXS0101.002	2003/12/04 18:43	18 KB
A22CEB0101.001	2003/12/04 18:43	27 KB
A22CEB0101.002	2003/12/04 18:43	27 KB
A22CEB0101.003	2003/12/04 18:43	27 KB

At the bottom, there is a "FilterDF" field containing "116 Data File(s)" and a "Country: PHILIPPINES" field.

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. 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.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* 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.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. 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. Otherwise, the cursor will automatically move to the next field once the current field is filled up. In any case, you can press Enter to move to the next field if the current field is not filled up.

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.


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

End Group Occurrences


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

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

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

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.

- If you are the beginning of a case, the session will end immediately.
- If you have started, but not completed, a case, you must either cancel the current case or complete the case. If you cancel the case, you will lose all data keyed for that case.

Full Screen

From the View menu, select Full Screen, or press Ctrl+U. 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. This feature will help the operator to toggle between trees on left and full screen.

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

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

C.4.2. Modify Cases

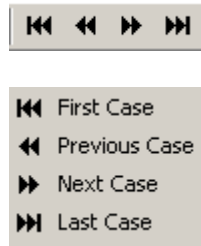
The Modify mode is used mainly to correct record/s and case/s.

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:

- Click on a different case ID on the tree.

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



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

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.

Stop Data Entry

- If you have not made any changes to the current case, the session will end immediately.
- If you have made changes to the current case, you must either cancel the changes or save the case.

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

Save a Case

Saving a case will write the contents of the current case to the data file, including any changes you have made. This includes all records, of all types, into which data have been entered. Use the F12 or Ctrl+ / (num keypad) keys to save a case.

Other Menus

- Insert/Delete/Sort Group Occurrences (F3, Ctrl+F3, F4, F5)
- End Group Occurrences (/ [num keypad])
- Pause Data Entry
- Full Screen

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

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. 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. If these two values match, you move to the next field. If the values do not match, you get a message telling you so. When this happens, simply rekey the field. One of the following situations will occur:

- 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.
- 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.
- 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.

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

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. 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.

Stop Data Entry

- If you are at the beginning of a case, the session will end immediately
- If you have started, but not completed, a case, you must either cancel the current case or complete the case. If you cancel the case, it will not be considered verified and any changes you made to the case will be lost.

Finish/Save a Case

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

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. 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. 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.

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.

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 CONTAINER PORT	0	0	0

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. Example is presented below:

37130-MANILA (1ST 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

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. 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	41,200	250

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. Different periods of year and quarter, and level of geographical areas can be requested to generate the applicable statistical table. 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. Sample table is shown at the second figure.

Table 2A. Quantity, Value and Freight Revenue of Air Trade by Commodity Section, Division and Group, as by Month: First Quarter, 2001 (MANILA, FIRST DISTRICT)

Commodity Section/Division/Group	TOTAL			
	Quantity (kg)	Value (Php)	Freight Revenue (Php)	Quantity (kg)
MANILA, FIRST DISTRICT	1,505,882	88,800,387	30,474,842	1,505,882
0-FOOD AND LIVE ANIMALS	151,318	10,169,006	3,715,794	151,318
00-LIVE ANIMALS OTHER THAN ANIMALS OF DIVISION 03	27,821	4,330,753	1,553,967	27,821
001-LIVE ANIMALS OTHER THAN ANIMALS OF DIVISION 03	27,821	4,330,753	1,553,967	27,821
01-MEAT AND MEAT PREPARATIONS	783	106,877	15,052	783
011-MEAT OF BOVINE ANIMALS, FRESH, CHILLED OR FROZEN	273	22,200	4,936	273
012-OTHER MEAT AND EDIBLE MEAT OFFAL, FRESH, CHILLED OR FROZEN (EXCEPT MEAT AND MEAT OFFAL UNFIT OR UNSUITABLE FOR HUMAN CONSUMPTION)	510	7,950	1,506	510

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
4. RateBasis.ref – Code and Description of Rate Basis
5. RateClass.ref – Code, Min. and Max. Weights used in Rate Classification

G.1.2. Rail Trade

1. RailStation.ref – Code and Name of Rail Station

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
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.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
4. PSCC2Digit.ref – Code and Description of Commodity Division
5. PSCC3Digit.ref – Code and Description of Commodity Group
6. PSCC4Digit.ref – Code and Description of Commodity Sub-Group
7. PSCC5Digit.ref – Code and Description of Commodity Item