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TRADE AND INVESTMENT MONITORING SYSTEM (TIMS)

USERS MANUAL

Spring 1991

U.S. Agency for International Development
Bureau for Asia and Private Enterprise

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TIMS USER MANUAL
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1.0 INTRODUCTION

The Agency for International Development (A.I.D.) places the highest priority on creating favorable climates for private enterprise in developing countries. A.I.D.'s Bureau for Asia and Private Enterprise (APRE) was established to assist this process and work with the private sectors in the U.S. and developing countries to facilitate their participation in privately-financed projects and activities as well as A.I.D.-financed transactions.

1.1 A.I.D.'S International Business Staff

APRE created the International Business Staff (IBS) to further develop and coordinate the involvement of the U.S. business community in developing countries. IBS is charged with creating, sponsoring and implementing initiatives to stimulate commercial ventures and cooperative projects among the U.S. business community and its developing country counterparts, missions and host governments. Simply stated, IBS provides the technical expertise and information services, i.e., through the Trade and Investment Monitoring System (TIMS) described below, needed to identify and respond to opportunities for new trade and investment in developing countries.

IBS has completed a prototype design for TIMS capable of delivering a broad array of trade and investment information on 42 developing countries. The purpose of TIMS is to help the business community procure comprehensive and timely information on overseas markets and investment opportunities.

TIMS includes the following information for each country: general economic and business data; trade and investment policies; government regulation and incentives; sources of funding and corporate tax structures; and, information on other related subjects described in the following pages.

The Trade and Investment Monitoring System (TIMS) has been designed to consolidate infonnation from various public agencies regarding various aspects of trading and investing in selected Third World Countries. TIMS allows users to utilize their personal computers to quickly access and review international information on:

- macro-economic and financial indicators
- production and foreign trade statistics
- trade and investment assistance programs
- trade and investment policies, regulations, and procedures
- business facilities and infrastructure
- guidance for business travelers
- key contacts, and other sources of information.

1.2 Country Coverage

Data for the countries listed below is currently provided in TIMS.

- LATIN AMERICA/
  - Barbados
  - Belize
  - Bolivia
  - Costa Rica
  - Dominican Republic
  - Guatemala
  - Honduras
  - Jamaica
- ASIA
  - Bangladesh*
  - Brunei
  - Fiji*
  - India*
  - Indonesia
  - Malaysia
  - Nepal*
  - Pakistan
  - The Philippines
  - Singapore
  - Sri Lanka*
  - Thailand
- EUROPE
  - Hungary*
  - Poland*

- AFRICA
  - Botswana
  - Cameroon
  - The Gambia
  - Ghana
  - Kenya
  - Lesotho
  - Malawi
  - Mauritius
  - Nigeria
  - Rwanda
  - Senegal
  - Swaziland
  - Uganda
  - Zimbabwe

- NEAR EAST
  - Egypt
  - Jordan*
  - Morocco*
  - Oman*
  - Tunisia
  - Republic of Yemen*

* *(Note: Information for the following countries is limited to tabular data: Bangladesh, Fiji, Hungary, India, Jordan, Morocco, Nepal, Oman, Poland, Sri Lanka, and the Republic of Yemen.)*

If you have any questions regarding the purpose or use of TIMS, please contact Tracy Smith at A.I.D. (202-647-3805) or David Moore at (703-848-2550).

2.0 STARTING IN TIMS

The TIMS opening screen, as shown in Figure 2-1 below, displays a globe and instructs the user to click to begin. The following chapters will lead you through the use of TIMS, module by module.

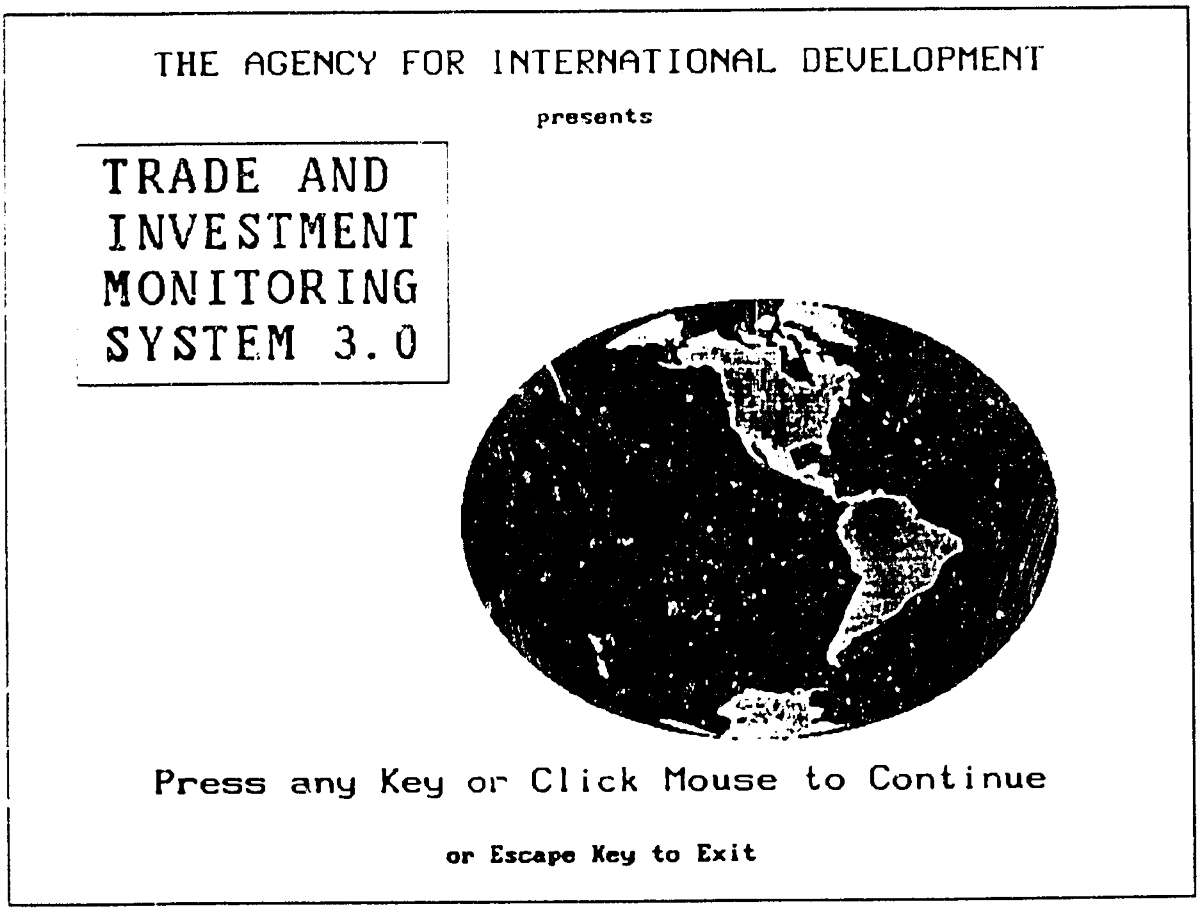

Figure 2-1. TIMS Opening Screen

2.1 Main Menu Screen

To proceed to the next screen -- the MAIN MENU screen -- the user must click the left mouse button. The MAIN MENU screen, Figure 2-2, provides the user access to the six TIMS modules. Positioning the crosshair on any module name and clicking the left mouse button will access the appropriate module.

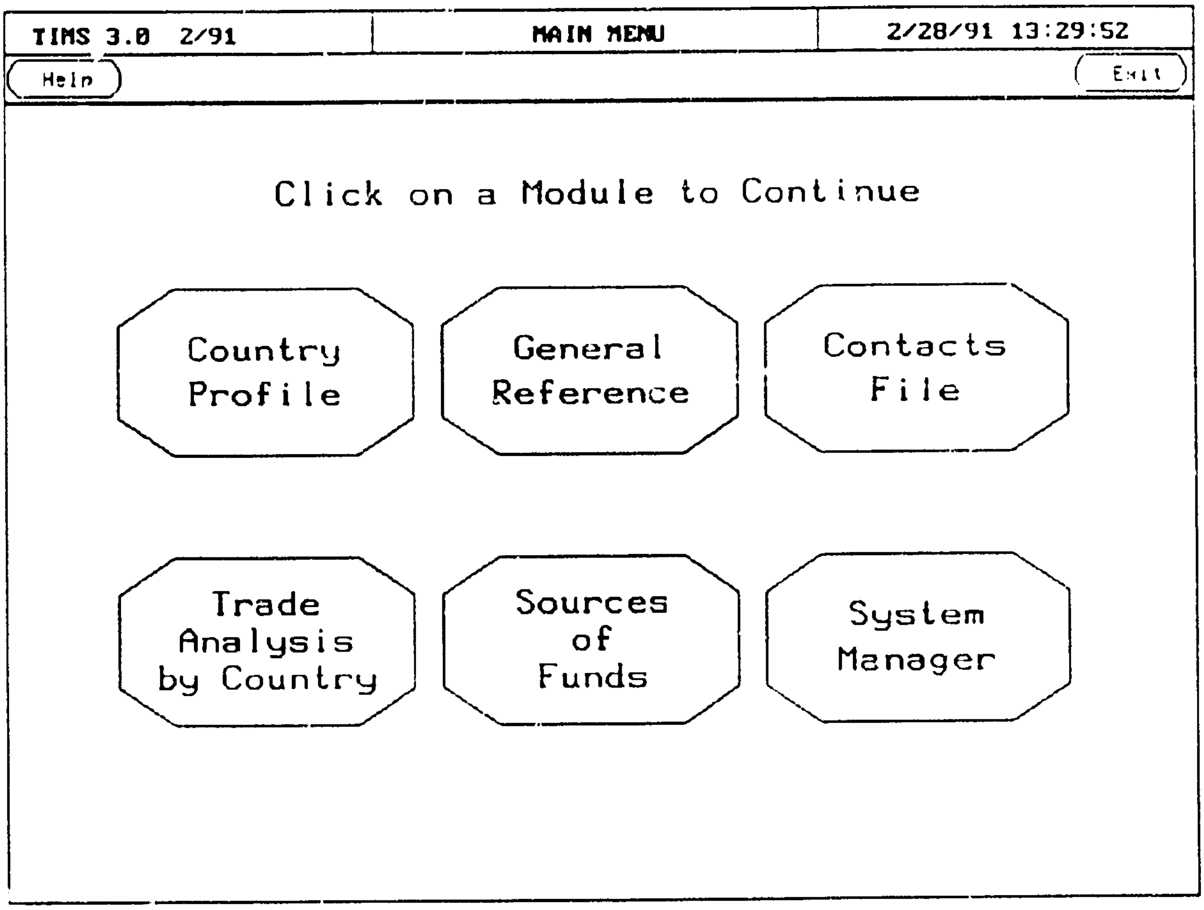

Figure 2-2. Main Menu Screen

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2.2 Common Utility Functions

Within each module, there are several common capabilities. There are "buttons" in the upper corners of the screen which will activate utility functions. There are three standard utility functions; HELP, MAIN MENU, and EXIT. (On some screens there are specialized utility buttons. The specialized buttons are described in the applicable section.) The standard utility functions are:

HELP: Clicking on this button brings up a help screen for that section. An arrow on the right side of the screen indicates if there are more pages of information below. Position the crosshairs on the arrow and click to go up or down in the HELP pages. To exit HELP, press the CLEAR HELP DISPLAY button.

MAIN MENU: Clicking on this button returns the user to the MAIN MENU screen.

EXIT: Clicking on this button exits from TIMS and returns to DOS. When the user clicks on this button, a warning is displayed that the user is about to exit TIMS and requests confirmation or cancellation.

In addition, many of the modules have a PRINT DATA button. Clicking on this button allows the user to print the currently displayed data. There are two print options available:

PRINT: This will produce a hard copy of the displayed data. If no printer is connected to the PC, an error message will be displayed.

PRINT TO FILE: This option allows the user to copy the displayed data to an ASCII file. The user is prompted to enter a drive:\path\filename. If the filename which the user specifies exists, the file will be overwritten.

The remainder of this manual describes each module in TIMS, the type of data covered and a description of how to navigate through the module.

3.0 COUNTRY PROFILE MODULE

3.1 Information in the Country Profile Module

This module provides two decades of country-specific data for the eleven categories of information shown in the boxes on the upper right-hand side of the screen as shown in Figure 3-1. The user selects the **country** of interest, then the **topic** and **subtopic** of interest. Appendix A contains an outline of all the topics contained in the boxes in the Country Profile Module. The last box, "**MASTER INDEX**", is an alphabetical listing of all of the **subtopics available** in this module. The user can navigate through this list and position the crosshairs on the filename of any topic of interest, click the left mouse button, and the text associated with the selected topic will be displayed if available.

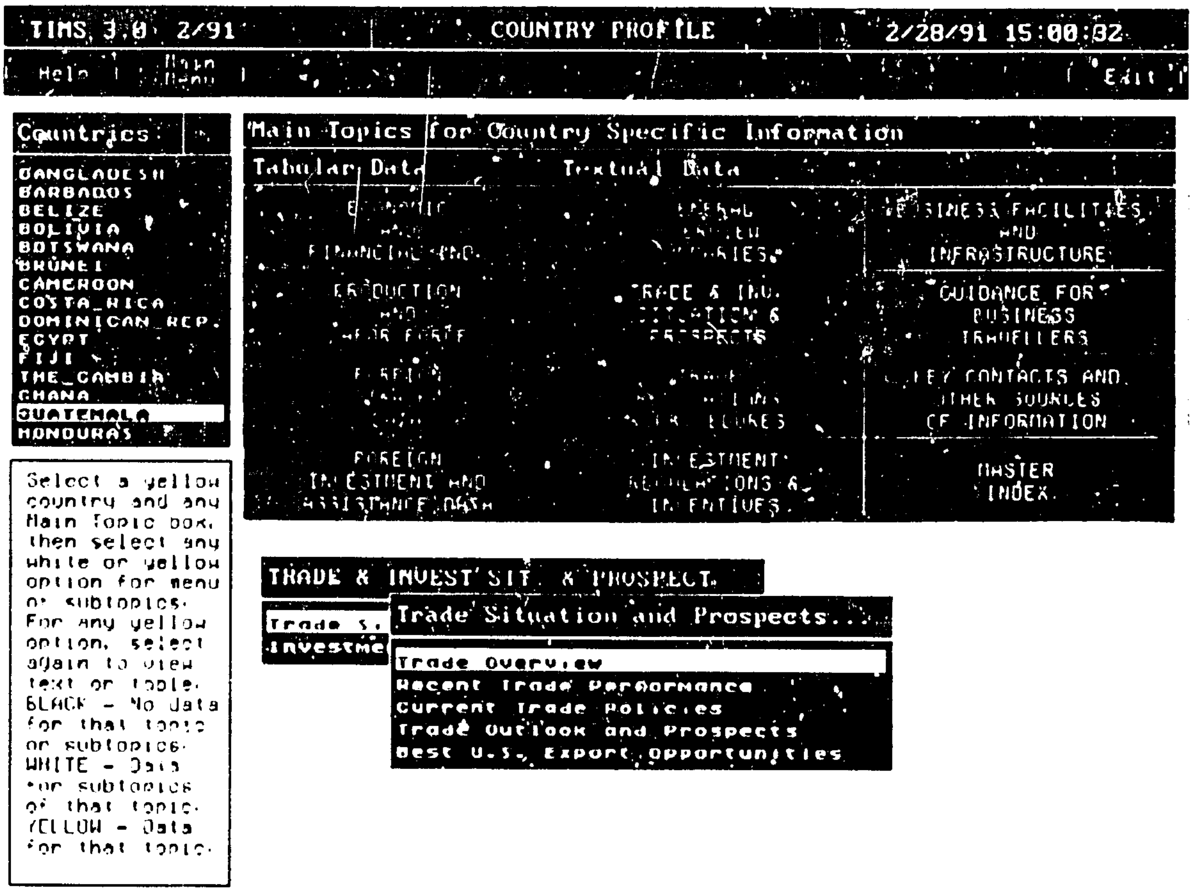

Figure 3-1. Country Profile Menu

In the example shown below in Figure 3-2, the user has selected "Guatemala", "Trade and Investment Situation and Prospects" and then the subtopic "Trade Overview" to view the file.

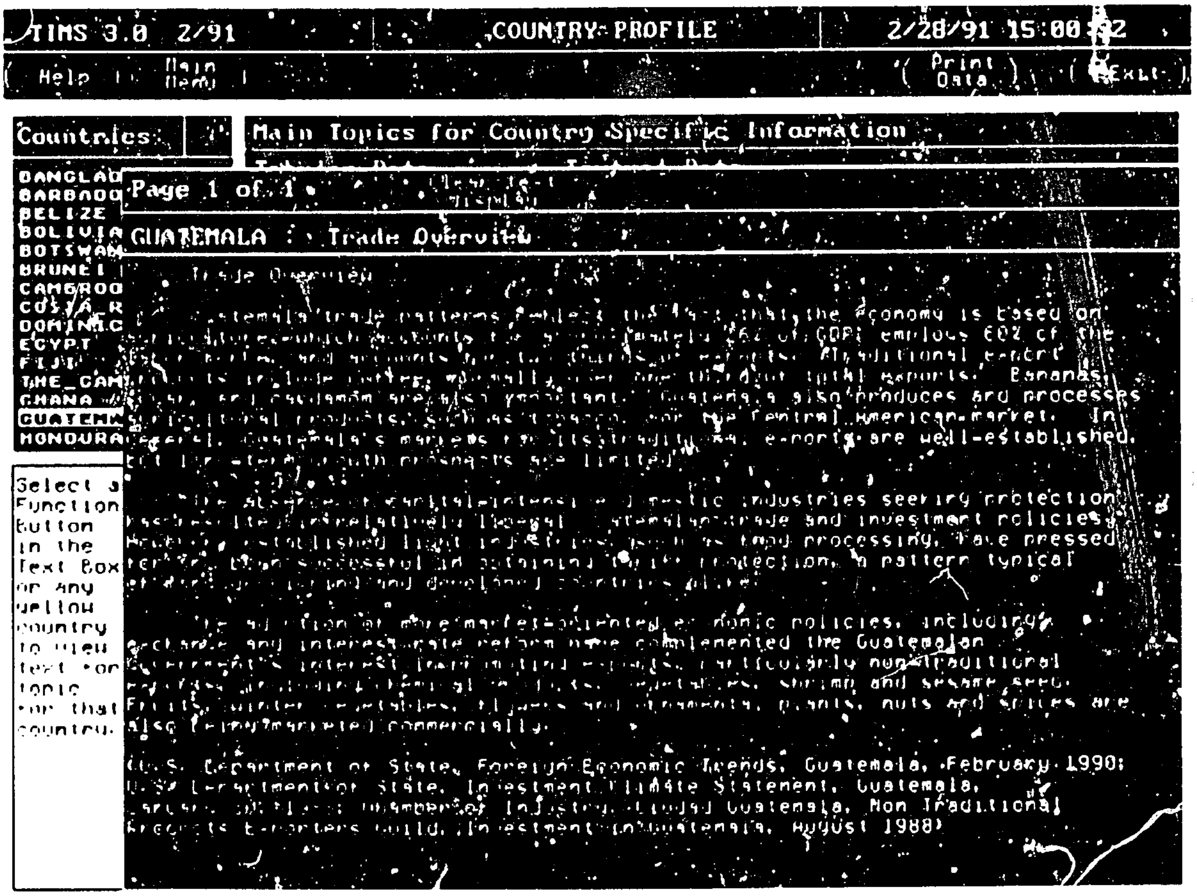

Figure 3-2. Textual Country Profile Data

3.2 Tabular Data in the Country Profile Module

The left-hand column of the main topic menu provides tabular data, whereas the middle and right-hand columns provide textual data. For example, the user can examine Tabular Data for the export value of agricultural exports by Guatemala by choosing the boxes shown below in Figure 3-3:

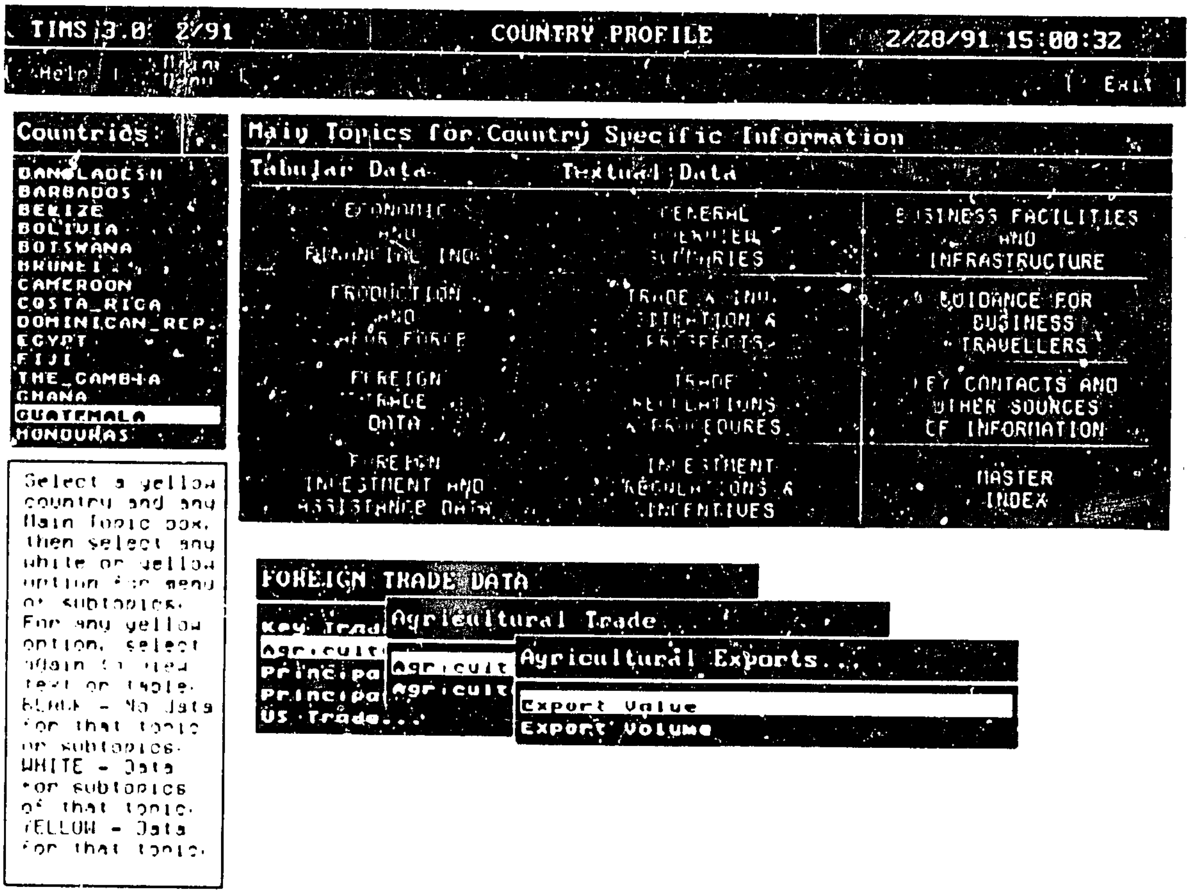

Figure 3-3. Tabular Country Profile Topic Menus

Selecting a specific topics title that is displayed in yellow, indicating available data, the screen will then display as in Figure 3-4, below:

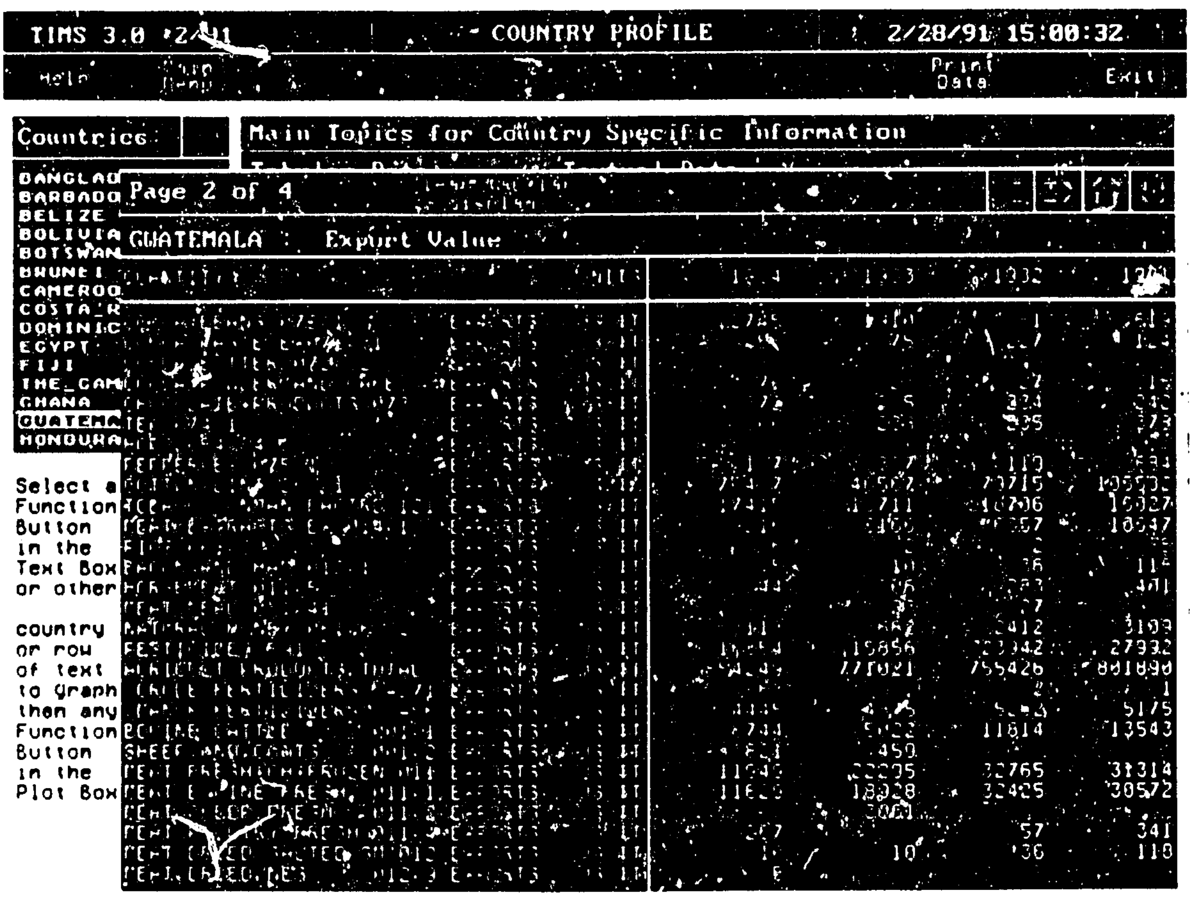

Figure 3-4. Country Profile Tabular DATA

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If viewing tabular data, the user can graph a specific line of the data by clicking on the line that the user wants to see in graph form. In the example below in Figure 3-5, the user chose to graph the line "Natural Honey" exports of Guatemala.

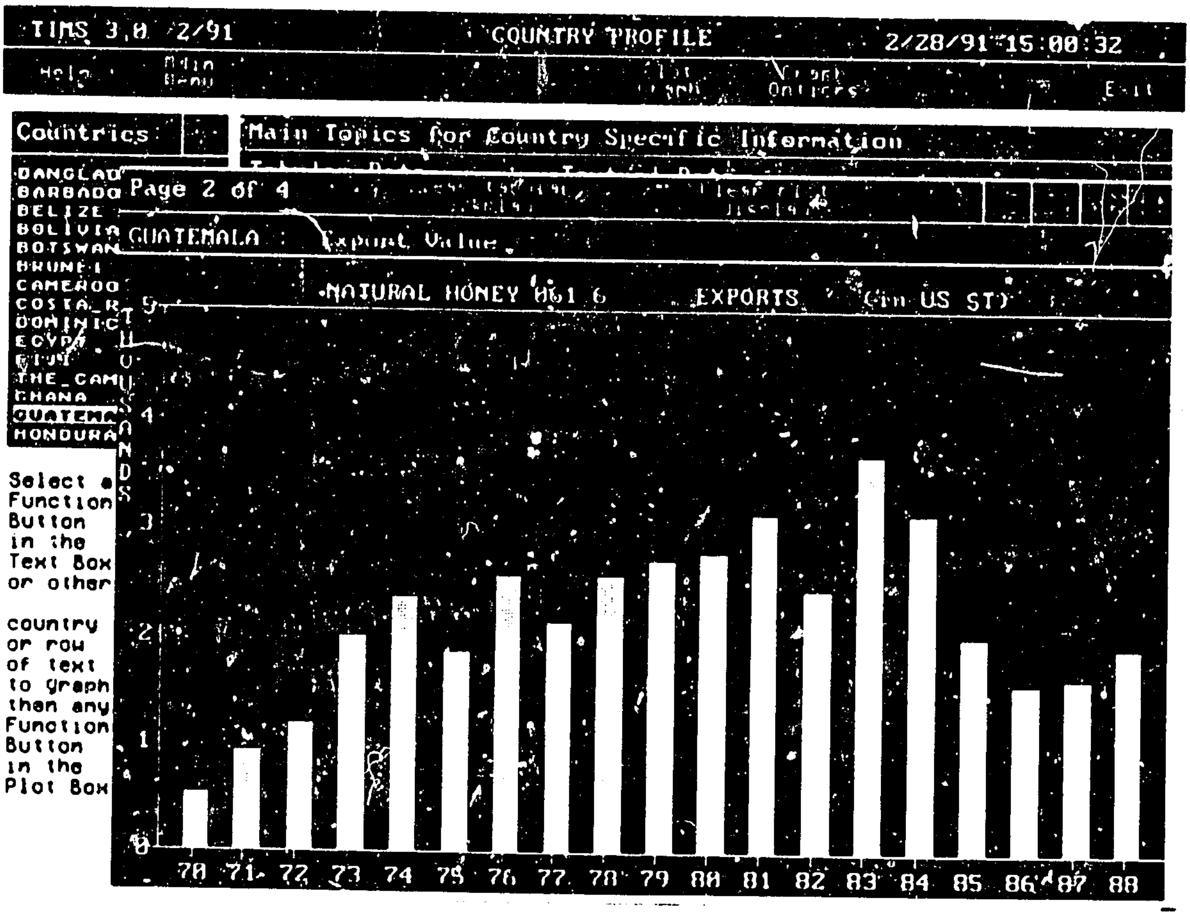

Figure 3-5. Graphing Tabular Country Profile Data

When a graph is displayed on the screen, two additional utility buttons also appear. GRAPH OPTIONS gives the user the choice of viewing the data in bar graph or line graph format. Clicking the PLOT GRAPH button will print the graph on a dot-matrix printer if one is connected to the system. If viewing a graph and you want to return to the tabular display, click CLEAR PLOT DISPLAY.

When the information has been reviewed and/or printed, the user may click CLEAR TEXT DISPLAY or CLEAR TABULAR DISPLAY, depending on the type of information, and the user will be returned to the main Country Profile screen. To change topics the user should position the crosshairs on the new topic and click the left mouse button.

3.3 Utilities in the Country Profile Module

The utilities available in this module are HELP, MAIN MENU, PRINT DATA, and EXIT. There is a country menu in the upper left-hand screen from which the user selects the country of interest by positioning the crosshairs on the appropriate *country* and clicking, then choosing the *topic* of interest. Arrows at the top of the country menu allow the user to scroll the list of options. The user may select (change) a country at any time. If data is displayed on the screen, the user may select a different country and the data for that country for the selected subtopic will be displayed.

Each of the main topics provides at least one level of subtopics from which the user can choose. In order to choose a main topic, the user should position the crosshairs on the desired main topic, and press the left mouse button. This will bring up a subtopic menu. Subtopics for which data is available for the selected country are displayed in yellow. Subtopics which are divided even further are displayed in white. Subtopics displayed in black have no data available for that particular country.

Clicking on the desired subtopic will either bring up another menu of subtopics or will display the desired information. You must click on a yellow subtopic **twice** to access the desired information. Once this information has been accessed, the PRINT DATA

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button appears in the header. This button gives the user the option of transferring the data to a printer or to a file. Arrows or command buttons, such as GO TO THE LAST PAGE, allow the user to view the entire window.

4.0 GENERAL REFERENCE MODULE

The General Reference Module contains general information, and has no country menu. It is intended to be used as a "book shelf" where the user can store documents or publications which are referred to frequently. To demonstrate the functionality of this module, several documents have been included as examples. These documents are grouped, as shown in Figure 4-1, under the following main topic headings: T & I GENERAL INFORMATION, OTHER SOURCES OF INFORMATION & ASSISTANCE and KEY REFERENCE DOCUMENTS.

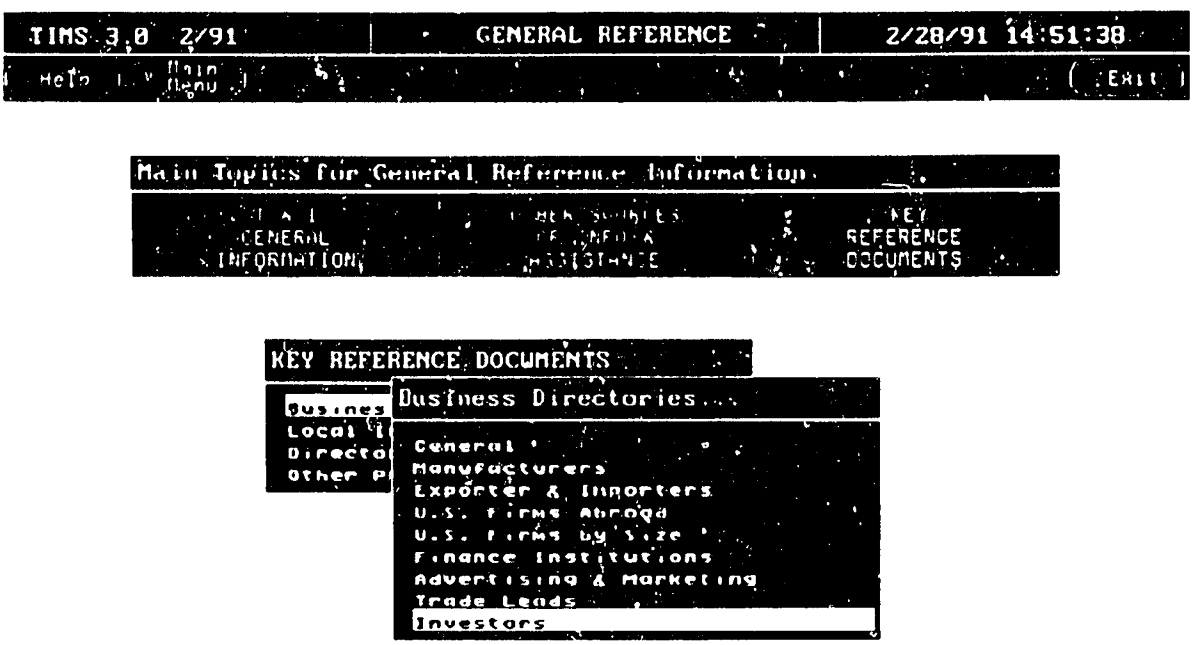

Figure 4-1. General Reference Module

Each of these main topics provides at least one level of subtopics from which the user can choose. In order to select a main topic, the user should position the crosshairs on the desired main topic and click the left mouse button. This will bring up a subtopic menu. Subtopics for which data is available are displayed in yellow. Subtopics which are divided even further are displayed in white.

Clicking on the desired subtopic will either bring up another menu of subtopics or will display the desired information. You must click on a yellow subtopic **twice** to access the desired information. In the example shown above in Figure 4-1, the user has selected "Key Reference Documents", then "Business Directories" and finally "Investors" to view a listing of Investor publications. The second selection on "Investors" results in the textual data display as in Figure 4-2.

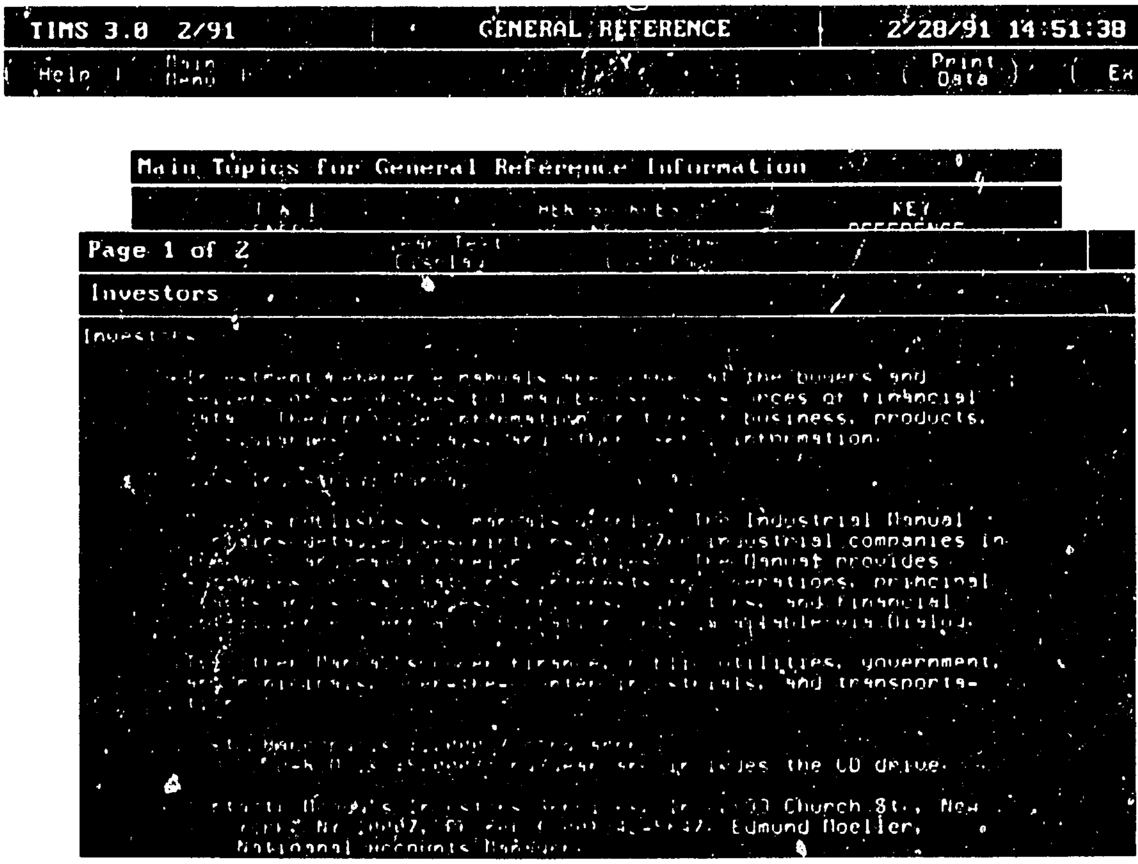

Figure 4-2. General Reference Textual Data

Once the information has been accessed the PRINT DATA button appears in the header. This button gives the user the option of transferring data to a printer or to a file. Arrows or command buttons, such as GO TO THE LAST PAGE, allow the user to view the entire window. When the information has been reviewed and/or printed, the user may click CLEAR TEXT DISPLAY and will be returned to the main General Reference screen. To change topics, the user should position the crosshairs on the new topic and click the left mouse button.

Please see Appendix B for an outline of the topics listed in the General Reference Module. The utility buttons available in this module are HELP, MAIN MENU, and EXIT, as described in Chapter 2.

5.0 CONTACTS MODULE

This module has been designed to store and track information on organizations and businesses that have interests in the target countries. The Contacts File was developed to allow user input and is managed and maintained by the user. In essence, this part of TIMS acts as a highly sophisticated rolodex.

5.1 To Conduct a Search for an Organization

5.1.1 Specifying the Search Criteria

The initial screen in this module, as shown in Figure 5-1, presents the contacts database query criteria topics. This is where the user can specify a variety of criteria on which to search and subset the already existing database files. The insertion of a new organization to the database files will be discussed later.

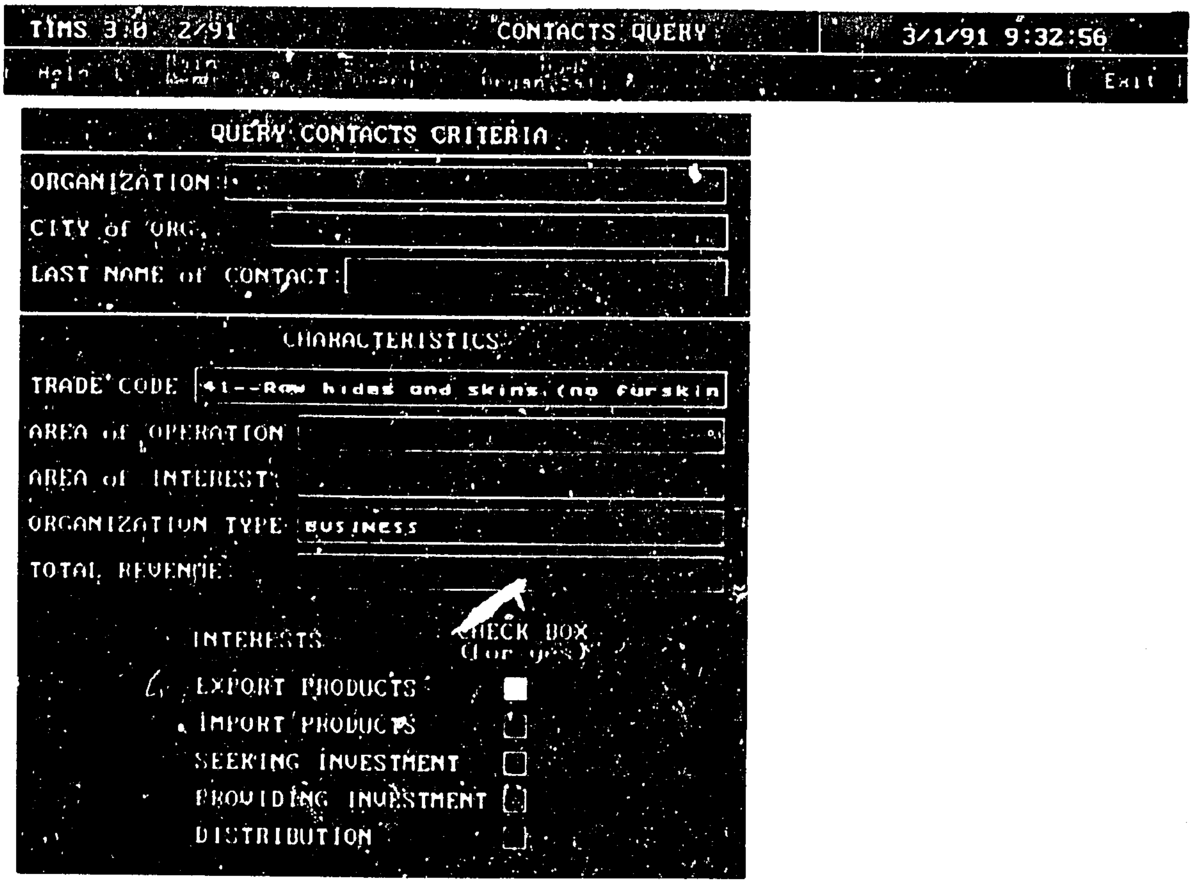

Figure 5-1. Contacts Query Criteria

The user begins by positioning the crosshairs on the empty box next to the category that he/she wishes to specify. For the first three categories; ORGANIZATION, CITY OF ORGANIZATION, and LAST NAME OF CONTACT; the user types in the specific information which he/she is trying to retrieve from the contacts database. For the next five categories, which are labelled CHARACTERISTICS, the user must select from a menu of options pertaining to that particular category. In a single search, the user may specify only one criteria for each of the five categories; however, the user may choose to leave some of the categories blank.

AREA OF OPERATION: When the user clicks on AREA OF OPERATION a menu listing different regions of the world appears. Each region with the exception of WORLDWIDE subdivides into greater levels of specificity. The user can access these subdivisions by clicking on a broad region and then clicking on the NEXT LEVEL button. The Asia region is subdivided even one level further. Once the user has chosen the area appropriate for the search he/she wishes to conduct, he/she may click the ACCEPT SELECTION button. The user also has the option of canceling the current selection or closing the Area of Operation menu.

AREA OF INTEREST: This menu is identical in format to the Area of Operation menu; however, it represents the area(s) where the organization is interested in being involved in the future rather than those where it is currently involved.

ORGANIZATION TYPE: When the user clicks on ORGANIZATION TYPE a list of various types of organization appears. The user chooses the single classification which best describes the kind of organization for which he/she is searching by clicking his/her selection and then clicking the ACCEPT SELECTION button. The user also has the option of canceling the current selection or closing the Organization Type menu.

TOTAL REVENUE: This menu is identical in format to the Organization Type menu; however, the user chooses among levels of revenue rather than types of organizations.

TRADE CODE: When the user clicks on TRADE CODE a triple-tier hierarchy of trade codes based on the harmonized system appears. Each tier describes the components of the highlighted trade code in the tier above it. The user makes a selection by clicking the appropriate **two-digit** trade code. Arrows at the right of each window allow the user to view all of the options. Three buttons at the bottom of the screen enable the user to cancel the current selection, to close the trade code screen, or to accept the highlighted two-digit trade code. A sample screen with the TRADE CODE menu displayed is shown in Figure 5-1.

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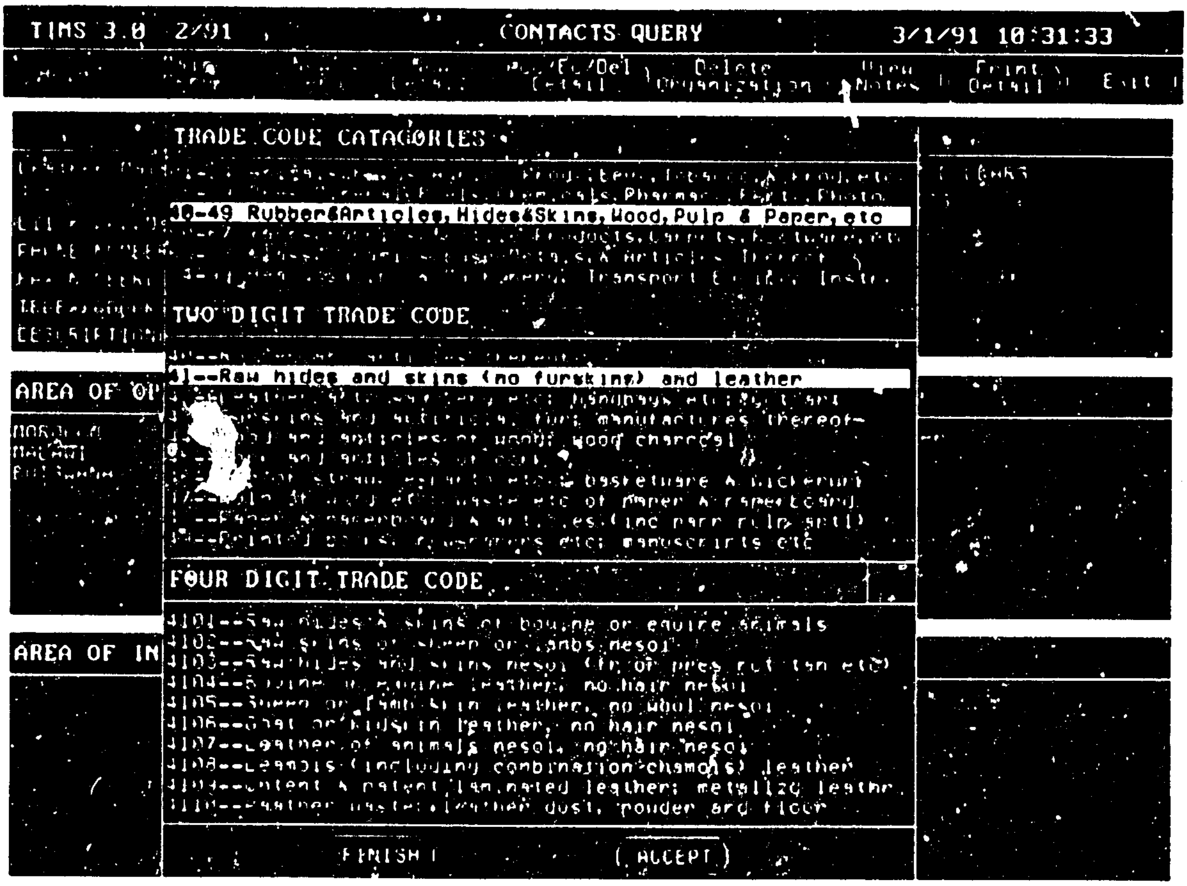

Figure 5-2. Specifying Contacts Query Criteria

At the bottom of the Query Contacts Criteria screen is a list of general activities or INTERESTS of an organization. By clicking an activity, the user is limiting his/her search to organizations with that particular interest.

5.1.2 Executing the Search

When the user has completed the specifications for the search, the user accesses the database files by clicking the EXECUTE QUERY button which is found in the header of the Query Contacts Criteria screen. This brings the user to a list of organization that satisfy the requirements of the search as shown in Figure 5-3. (If the user wants a list of all the organizations in the database files, they should click the EXECUTE QUERY button without making any specifications on the Query Contacts Criteria screen.) If the user wishes to return to the Query Contacts Criteria screen, they should click the NEW QUERY button.

Below in Figure 5-3 is an example of the results of a search conducted for a leather company in Malawi which is the criteria shown in Figure 5-1.

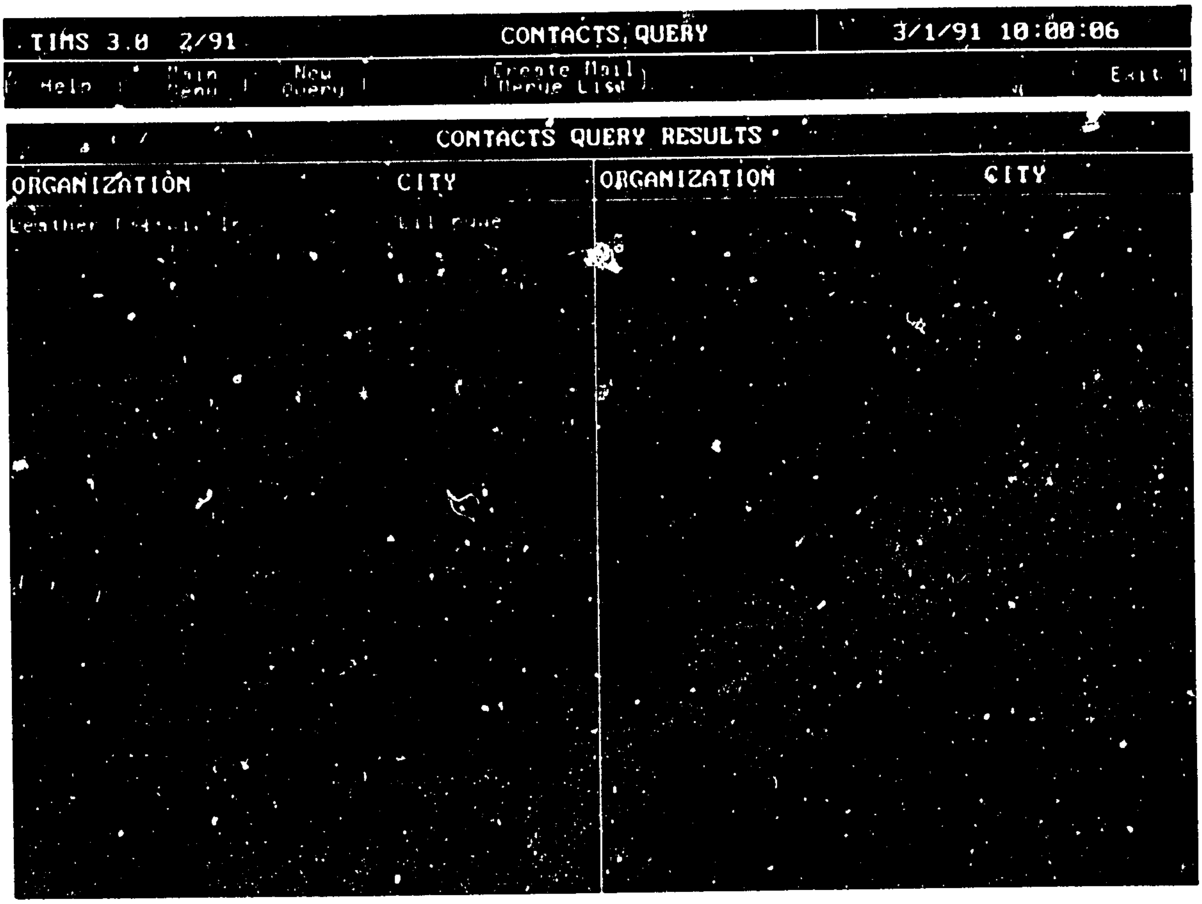

Figure 5-3. Results of a Contacts Query

By clicking on an organization's name in the Contacts Query Results screen, the user will retrieve the screen headed ORGANIZATION DETAILS, which displays the information specified in the search and any additional information previously recorded about the organization. If the information listed in a particular window exceeds the space allotted for that window, an arrow in the upper right hand corner of the window allows the user to scan the listed information.

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The Contact Detail window is divided into two parts. The left side lists all of the contacts for that organization. The right side provides detail about the name highlighted on the left side. To change the detail listed on the right side, the user must highlight (by clicking) another name on the left side.

Below in Figure 5-4 is the example screen that would appear when the user selects the file on the company "Leather Malawi". The menu for "Add/Ed/Del Detail" is also shown.

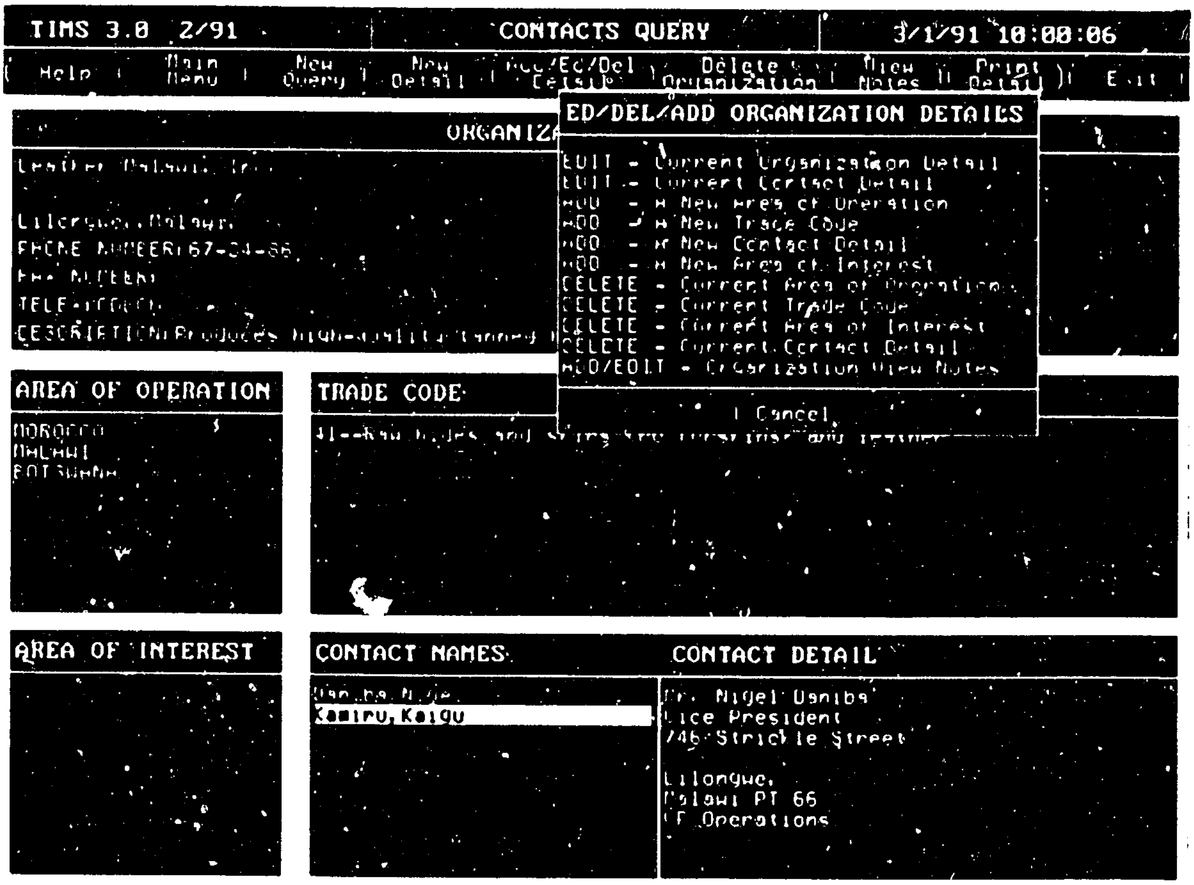

Figure 5-4. Viewing a Contact Organization Details

NEW QUERY: This button returns the user to the Query Contacts Criteria screen.

NEW DETAIL: This button returns the user to the Contacts Query Results screen.

ADD/EDIT/DELETE DETAIL: This button allows the user to change any part of the organization detail. Clicking on this button accesses a list of functions that the computer will perform. The user highlights the function that he/she wants the computer to perform, depending on the piece of information that he/she wants to add, edit, or delete. This will access a screen or a menu where the user can make the necessary changes. Many of the menus are identical to those displayed on the Query Contacts Criteria screen. Directions are given where necessary.

The last option is the only one that should be unfamiliar at this point. ORGANIZATION VIEW NOTES is a note pad where the user may record any additional information about the organization. When the user clicks on this option a screen appears that may or may not have previously recorded notes on it. Three buttons appear in the header of this screen. The QUICK HELP button will give instruction on how to operate the View Notes screen. The CANCEL VIEW NOTES button will erase all changes to the existing View Notes screen, but will retain previously recorded information. On the other hand, the SAVE VIEW NOTES button will save any changes made to the View Notes screen.

DELETE ORGANIZATION: Clicking on this button will completely erase the organization form the database files. A safety mechanism has been installed to ensure that the user wants to delete this organization. If the user clicks the CONTINUE button, the computer will proceed with the deletion process. Clicking the CANCEL button will terminate the deletion process.

VIEW NOTES: This button will only appear on the header if the View Notes screen has been previously accessed. Clicking the VIEW NOTES button allows the user to open the View Notes screen, but not to make changes to it. In order to make changes to the View Notes screen, the user must click on the ADD/EDIT/DELETE DETAIL button and then highlight the ADD/EDIT-ORGANIZATION VIEW NOTES option, as explained above. When finished reading the View Notes screen, click the CLOSE WINDOW button.

CREATE MAIL MERGE LIST: A special option on the Contacts Query Results Screen is the CREATE MAIL MERGE LIST button. This option will extract the contacts listed for each organization that satisfied the requirements of the search and transfer the contacts information to a file. When the user clicks the CREATE MAIL MERGE LIST button, the system prompts for the DRIVE:\PATH\FILENAME into which the information should be transferred. The user can then access this file outside the TIMS system and use the information as a mailing list. Specific instructions regarding the use of Mail Merge on a word processing system are given in Appendix C.

Also available on this screen are the HELP, MAIN MENU, PRINT DETAIL, and EXIT utility buttons whose operation is described in Chapter 2.

5.2 To Add an Organization

The preceding paragraphs give instructions on searching for an organization that has already been entered into the database files. At other times, the user may want to add an organization to the database files. To begin this process, the user must return to the initial screen in the Contacts File module, the Query Contacts Criteria screen. (To return to this screen from either the Contacts Query Results screen or the Organization Details screen, click the NEW QUERY button.) On the header of the Query Contacts Criteria screen is an ADD ORGANIZATION button. Clicking on this button accesses the ADD/EDIT ORGANIZATION INFORMATION screen as shown in Figure 5-5.

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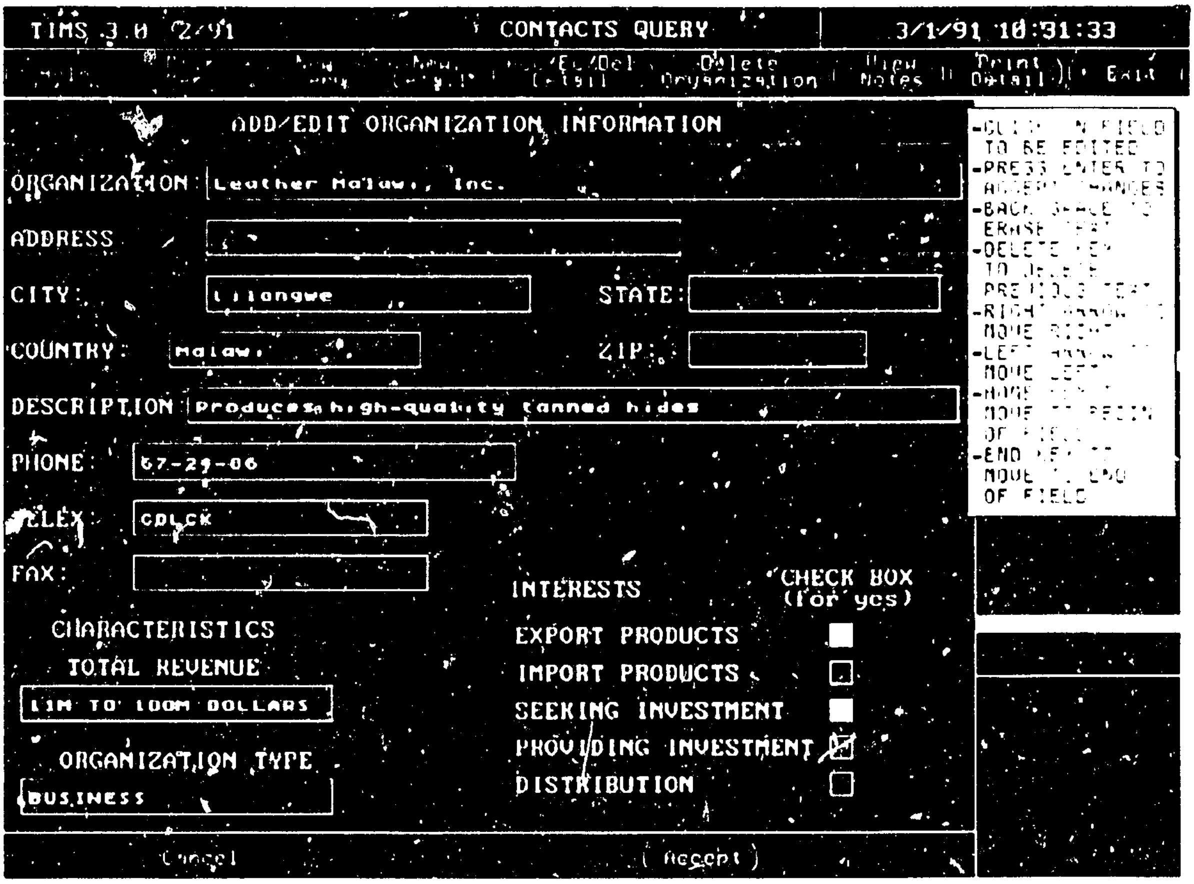

Figure 5-5. Adding an New Organization to Contacts

Instructions on how to operate this screen are located to the right of the screen. In the upper portion of the screen, the user types in the information about the organization that he/she is adding to the database. The lower portion of the screen is divided into two categories headed CHARACTERISTICS and INTERESTS.

CHARACTERISTICS: When the user clicks on either of the two characteristics, TOTAL REVENUE or ORGANIZATION TYPE, menus for each of these topics pop up. The user may select one classification which best describes the organization he/she is listing by clicking on his/her selection and then clicking the ACCEPT SELECTION button. The user also has the option of clearing the current selection or closing the menu. Note: The other CHARACTERISTICS categories which appeared on the Query Contacts Criteria screen (i.e. TRADE CODE, AREA OF OPERATION, and AREA OF INTEREST) must be added by using the ADD/EDIT/DELETE DETAIL button on the Organization Detail screen. For these three categories, the user may select however many classifications describe the organization.

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the organization is interested. Thus, the user has a record of these interests for future reference.

When the user has recorded all of the information on an organization, he/she must click the ACCEPT button at the bottom of the screen to add the organization to the database files. The user also has the option of canceling which will not alter or erase any existing files but will terminate the process of adding a new one.

In order to access the Organization Detail screen so that information on the three remaining Characteristic categories may be entered, the user must proceed as if he/she is doing a search. Return to the Query Contacts Criteria screen and click the EXECUTE QUERY button. This will bring the user to the Contacts Query Results screen where he/she can highlight the newly-added organization and access the Organization Detail screen. For help on this screen, refer to the Organization Detail section above.

6.0 TRADE ANALYSIS MODULE

The Trade Analysis by Country module provides country-specific import, export, and trade balance data for one-digit to five-digit Standard Industrial Trade Classification (SITC) codes in tabular form by year. The user must make a number of selections about the data he/she wishes to obtain, based on the following categories:

COUNTRY: The user must select a country from the country menu by positioning the crosshairs on the country name and clicking the left mouse button. Information is not available for Botswana, Lesotho, or Swaziland in this module. Arrows in the upper right hand corner of the country window allow the user to scroll the list of options. The user may select (change) a country at any time. If data is displayed on the screen, the user may select a different country and the data for that country for the selected subtopic will be displayed.

TABLE DISPLAY: The user must choose whether he/she wants to view the import, export, or trade balance statistics for the country that he/she has chosen. The user selects one of these three categories by positioning the crosshairs on IMPORT, EXPORT, or TRADE BALANCE and clicking the left mouse button.

SITC CODE: The SITC codes listed in this database have five levels of specificity. The most general groupings are represented by a single-digit code. Each single-digit grouping has a number of subtopics which are classified by double-digit codes. The first number in the double-digit code is the same as that of its parent grouping. For instance, the subtopics listed under "0: Food and Live Animals" have trade codes from 00-09. This hierarchy continues in this manner until the five-digit level.

The window at the bottom of the screen displays the import, export, or trade balance statistics for the chosen country based on the SITC codes. To access a more specific SITC trade code level, the user must position the crosshairs on the parent grouping and click the left mouse button. Click PREVIOUS LEVEL OF CODE or TOP LEVEL OF CODE depending upon the position to which you want to return. Arrows in the upper right hand corner of this window are displayed if additional years of data are available. To view additional years, the user positions the crosshairs on the arrow and clicks.

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The window in the center of the screen displays in graph form the statistics listed below. The legend at the right of the graph explains which colors correspond to which trade code categories. An example of the screen is shown in Figure 6-1.

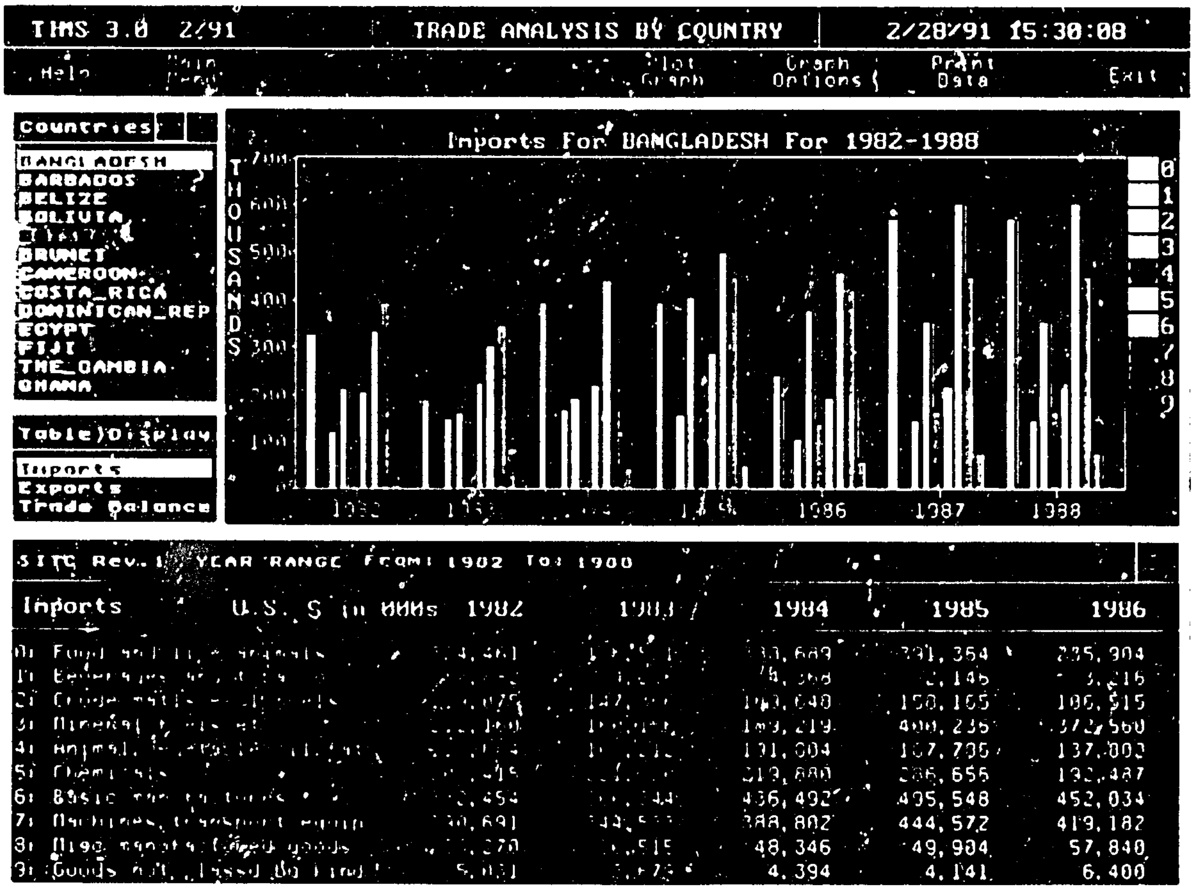

Figure 6-1. Trade Analysis Module

Initially a bar graph of all of the years for which information is available is displayed. Other graph formats are available when the user clicks the GRAPH OPTIONS button. These options are the following:

This option produces a pie chart of any year of data shown in the table. The user must select the year to be displayed. An error message is presented if an attempt is made to produce a pie graph of data which includes negative numbers. Each 'slice' of the pie represents one SITC category and is color-coded. The 'slices' of the pie are labeled with SITC code and the appropriate percentage of the total pie represented.

Bar Graph of Any Year in Window

This option produces a bar graph of the data for any year displayed in the window. The user must choose the year to be displayed. Positive and negative numbers may be graphed. The horizontal axis represents the SITC code; the vertical axis represents dollars. Scaling of the vertical axis is automatic.

Bar Graph of All Years

This option produces a bar graph of the data displayed for all years. Positive and negative numbers may be graphed. The horizontal axis represents the years and the vertical axis represents dollars. The SITC codes are color-coded and identified in a legend to the right of the graph. The bars for each SITC code for each year are displayed side-by-side.

Stacked Bar Graph of All Years

This option is the same as the previous one except that bars for each SITC code for each year are stacked, instead of displayed side-by-side.

Line Graph of All Years

This option produces a line graph of the data displayed for all years. Positive and negative numbers may be graphed. The horizontal axis represents the years and the vertical axis represents dollars. The lines are color-coded according to SITC code and identified in a legend to the right of the graph.

CANCEL

This option exits from the GRAPH OPTIONS menu.

The PLOT GRAPH button enables the user to print the graphical display if the system is connected to a color dot-matrix printer.

The HELP, MAIN MENU, PRINT DATA, and EXIT utility buttons are standard, as described in Section 2.1. The PRINT DATA button will print the tabular data on any kind of printer or to a file.

7.0 SOURCE OF FUNDS MODULE

The Sources of Funds module will provide the user with a list of possible sources of funding for trade and investment activity in a specified country. The user may specify a funding amount, the activity for which the funding is needed and/or the type of funding desired. The sources are also organized to provide subsetting of potential sources by geographic region and/or technology sector. The module opens with a querey criteria screen as shown in Figure 7-1.

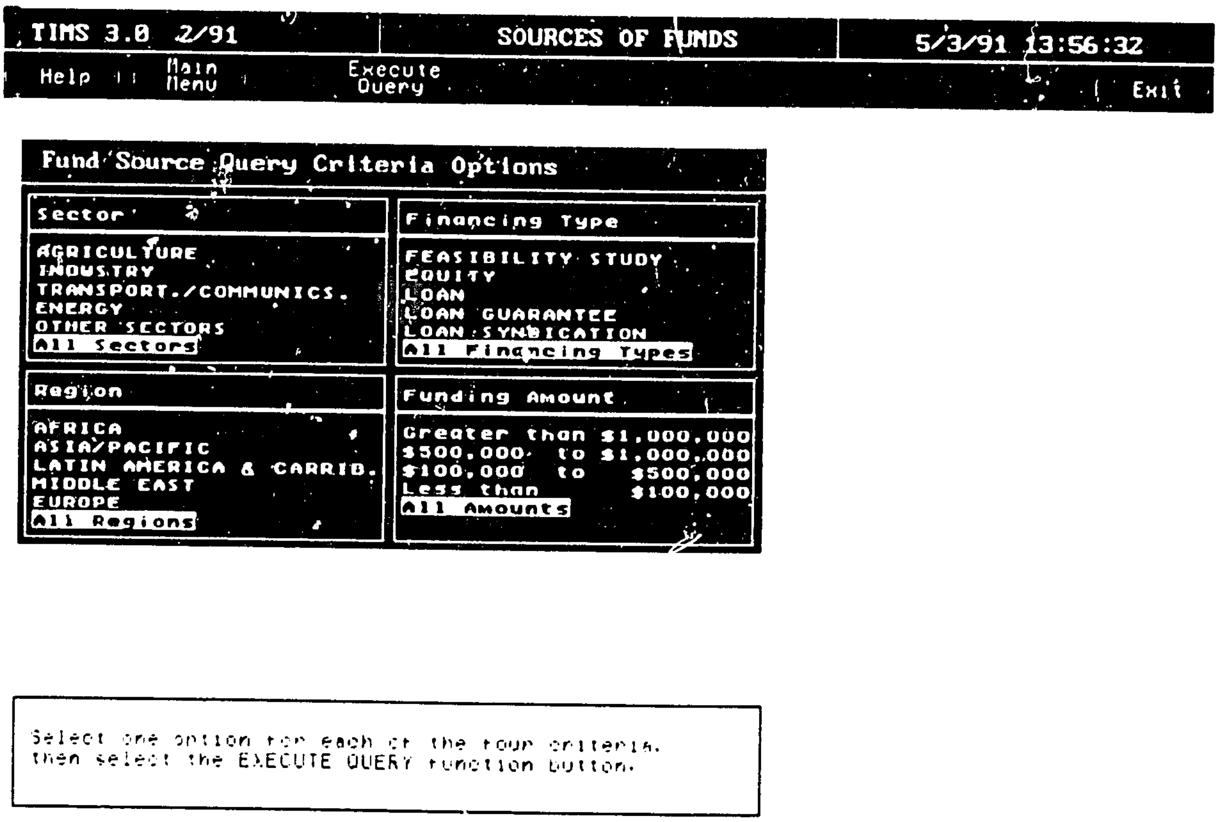

Figure 7-1. Sources of Funds Query Formulation

As shown in the screen above, the user can specify specific criteria in any or all of the four criteria by which to narrow the search. By clicking on any criteria option, that option is highlighted and the previously options is no longer active. For each criteria the "All" options conducts the search independent of the values of the attribute for the different sources of funds.

Subsetting options for each of these qualifiers are as follows:

● $ Amount of Funding:	>$1,000,001 $500,001 - $1,000,000 $100,001 - $500,000 <$100,000 All Amounts
● Type of Financing:	Feasibility Study Equity Loan Loan Guarantee Loan Syndication All Financing Types
● Sector:	Agriculture Industry Transportation & Communications Energy Other All Sectors
● Region:	Africa Asia/Pacific Latin America & Caribbean Middle East Europe All Regions

When all criteria options are as the user desires, clicking on the Execute Query button will initiate the search of the available sources. Based on the criteria selected by the user, a list of possible sources of funding is displayed as shown in Figure 7-2.

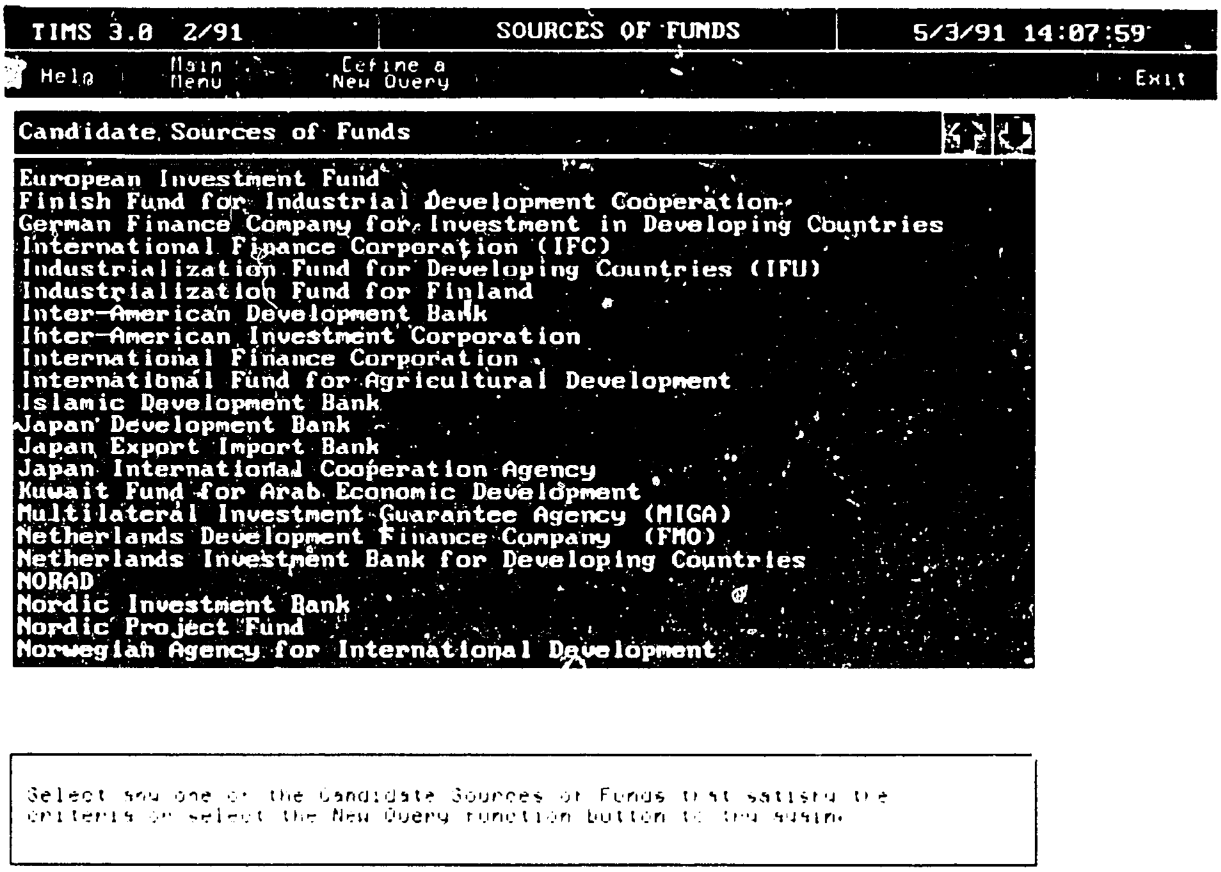

Figure 7-2. List of Possible Sources of Funds

By clicking on any specific funding source name, the user can then examine further detailed material from this list of sources, such as:

- Range of available investments, loans, insurance, or guarantees;
- Eligibility criteria;
- Interest rates, payment terms and fees;
- Contact persons, including title, phone and fax.

A sample of a funding source detail screen is provided in Figure 7-3.

Once the information has been accessed, the PRINT DATA button appears in the header. This function gives the user the option of transferring data to a printer or to a file. Arrows or command buttons, such as GO TO THE LAST PAGE, allow the user to view the entire window. When the information has been reviewed and/or printed, the user may click CLEAR TEXT DISPLAY and will be returned to the Source List Window to select a new source. Clicking on the New Query button will clear the list of sources and redisplay the query criteria window.

The utilities available in this module are: MAIN MENU, HELP, PRINT DATA, and EXIT. (These utilities functions are described in Chapter 2.)

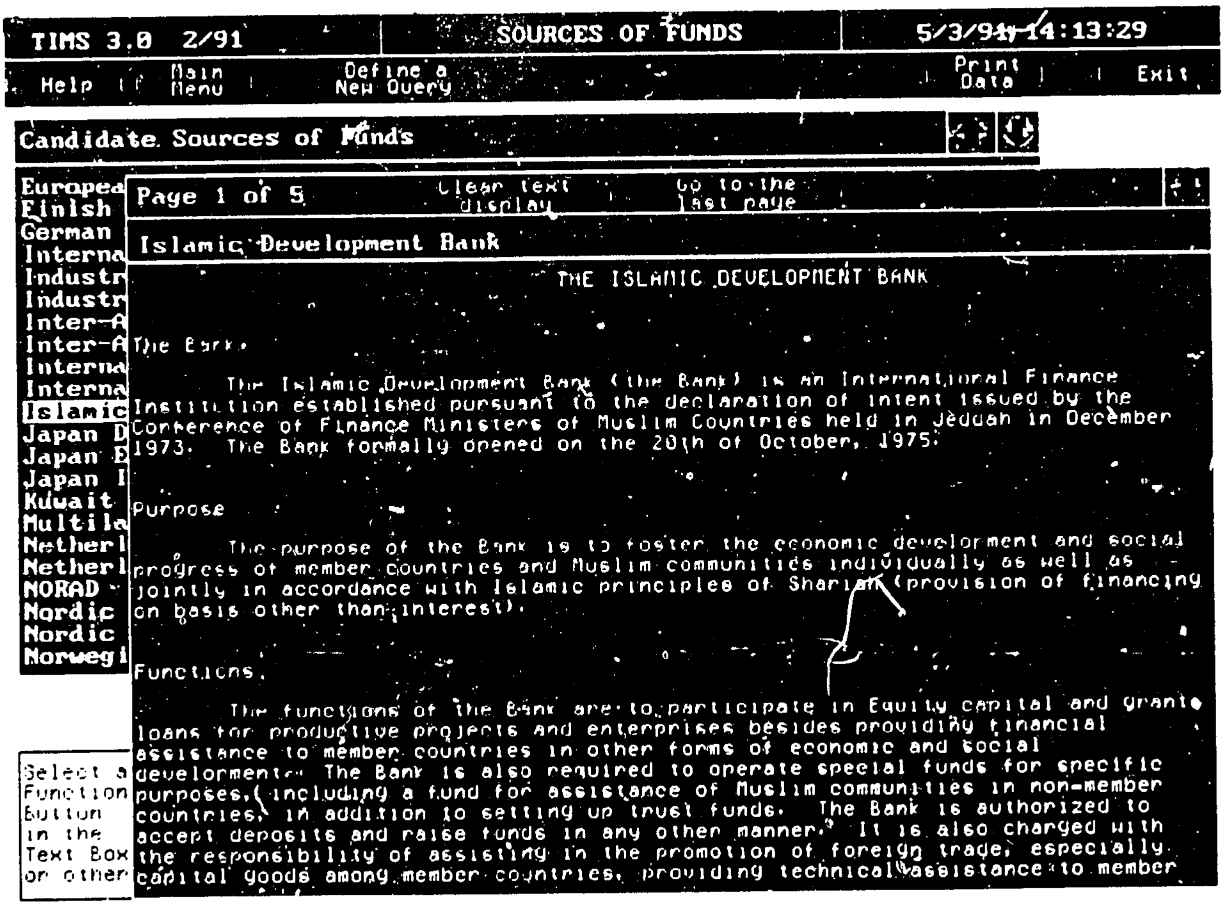

Figure 7-3. Detail Data for a Source of Funds

8.0 SYSTEM MANAGER MODULE

The System Manager module controls the color of the TIMS screen as shown in Figure 8-1, below. Each of the eight boxes on the right-hand side of the System Manager screen correspond to a section of a typical TIMS screen as displayed on the left. The user changes the colors by clicking on the appropriate box and then clicking either the INCREMENT SELECTED COLOR or DECREMENT SELECTED COLOR buttons found in the COLOR SET MANIPULATION OPTIONS box. There are sixty-three colors possibilities available for each box, although some of these are repetitions. The user will see which boxes correspond to which sections as the colors change.

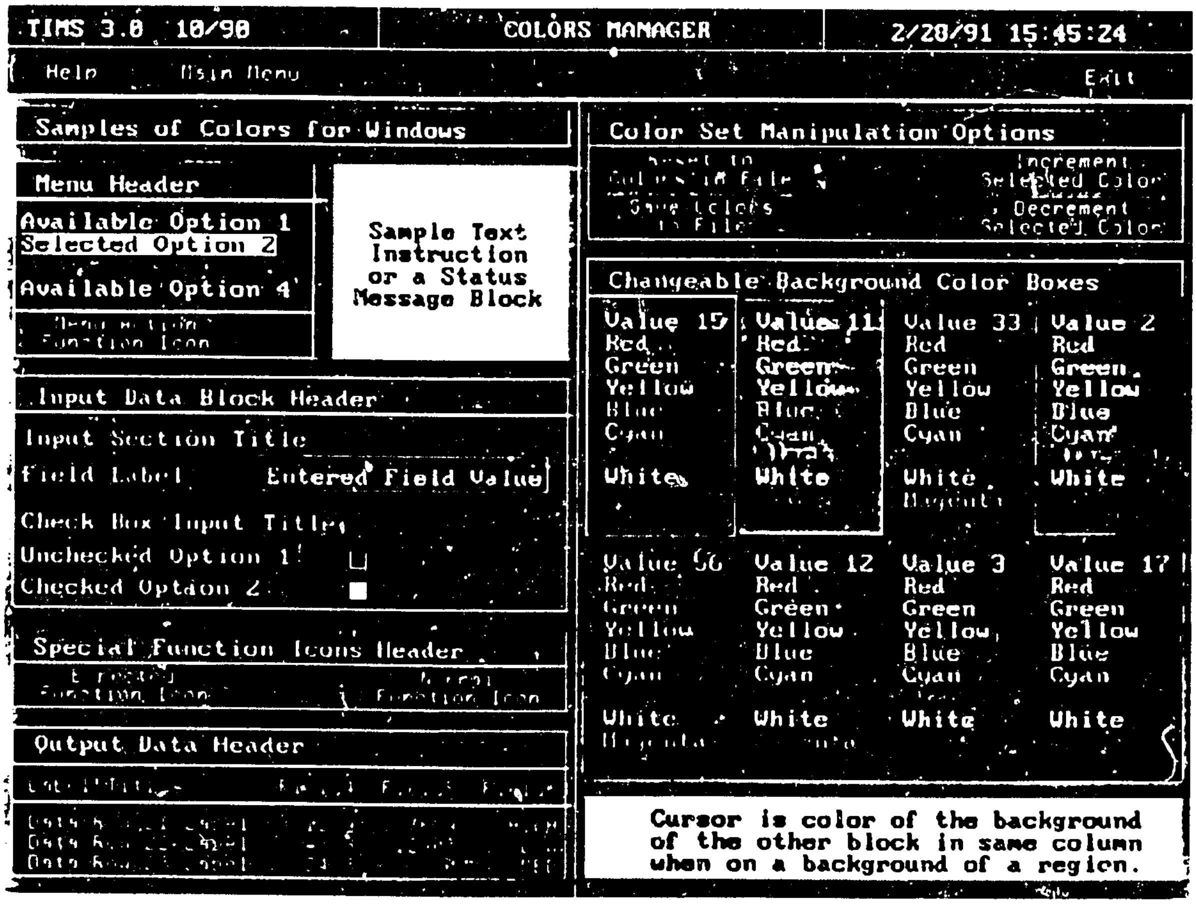

Figure 8-1. System Manager Module

Before the user returns to the Main Menu screen, it is necessary to save the colors he/she has chosen. Do this by clicking the SAVE COLORS TO FILE button. If the user wishes to retain his/her original choices, he/she can click the RESET TO COLORS IN FILE. A warning sign will remind the user to save his/her final choices.

It is important to test all of the ramifications of the color changes. Three of the colors correspond to trade codes 7, 8, and 9 in the graphs in the Trade Analysis by Country module. Also, it is essential that yellow, white, and black writing is readable against the color background. One combination of workable colors is the following: 9, 11, 36, 5, 1, 7, 38, 36.

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9.0 SYSTEM DESCRIPTION

TIMS has been designed to run on an IBM AT or an IBM compatible. TIMS uses EASEL, a graphical user interface language and a runtime engine. This engine is copyrighted by EASEL Corporation and cannot be copied without permission. Data is stored in ASCII files or dbVista database files. The user accesses data by an icon-based menu system using a mouse to make selections.

To use TIMS requires the following hardware and software:

- Microcomputer
  - 80286-class or larger processor
  - 640 KB Conventional RAM
  - at least 1 MB Extended RAM
  - PC/MS-DOS 3.3 or higher
- Hard Drive Disk with one of the following available space structures
  - 36 Mb available on a single logical drive
  - or 18 Mb avaliable on each of two logical drives
  - or 18 Mb, 16 Mb, and 2 Mb available on three logical drives
- VGA Color Monitor and VGA graphics card
- Mouse or mouse compatible pointing device.

TIMS is designed to use any conventional printer for textual printouts. However, a dot matrix printer is necessary for plotting graphics.

APPENDIX A

OUTLINE OF TOPICS IN COUNTRY PROFILE MODULE

I. ECONOMIC AND FINANCIAL INDICATORS

A. Key Economic Indicators
B. Gross National Product (GNP)
C. Shares of Gross Domestic Product
D. Balance of Payments
E. Government Budget
F. External Debt

II. PRODUCTION AND LABOR FORCE

A. Agricultural Production
B. Population and Employment

III. FOREIGN TRADE DATA

A. Key Trade Data
B. Agricultural Trade
   1. Agricultural Exports
      a. Export Value
      b. Export Volume
   2. Agricultural Imports
      a. Import Value
      b. Import Volume
C. Principal Destination of Exports
D. Principal Source of Imports
E. U.S. Trade
   1. U.S. Exports (Top 35)
      a. EXP: 6 digit harmonized code
      b. EXP: 10 digit harmonized code
   2. U.S. Imports (Top 35)
      a. IMP: 6 digit harmonized code
      b. IMP: 10 digit harmonized code

IV. FOREIGN INVESTMENT AND ASSISTANCE DATA

A. Net Direct Investment
B. Investment by OECD Country
C. U.S. Foreign Assistance

V. GENERAL OVERVIEW SUMMARIES

A. Economic Overview
B. General Facts and Figures

VI. TRADE AND INVESTMENT SITUATION AND PROSPECTS

A. Trade Situation and Prospects
   1. Trade Overview
   2. Recent Trade Performance
   3. Current Trade Policies
   4. Trade Outlook and Prospects
   5. Best U.S. Export Opportunities
B. Investment Climate
   1. Investment Overview
   2. Government Opinion of Foreign Investment
   3. Current Investment Policies
      a. Investment Policies
      b. Bilateral/Multilateral Agreements
      c. Priority Sectors
   4. Investment Opportunities
   5. Impediments to Investment

VII. TRADE REGULATIONS AND PROCEDURES

A. Trade Restrictions
   1. Non-Tariff Import Restrictions
   2. Export Controls and Restrictions
      a. Export Taxes
      b. Export Licenses
         (Includes U.S.)
B. Duties and Taxes on Imports
   1. Tariffs and Tariff Structure
   2. Valuation of Imported Goods
      a. Valuation
      b. Basis of Duty Assessment
   3. Customs Classification
      (Advance Rulings on Classification)
   4. Customs Surcharges
   5. Taxes
      a. Advance Payment of Taxes
      b. Other
C. Import Documentation & Procedures
   1. Shipping Documents
      a. Pro-forma and Other Invoices
         (includes Consular Invoice requirements)
      b. Commercial Invoices
      c. Packing Lists and Waybills

d. Air Cargo Shipments
e. Import Licenses
f. Insurance Certificate/Policy
2. Entry and Storage of Goods
a. Pre-Shipment Inspection
b. Consular Fees
c. Storage Facilities and Charges
d. Samples & Advertising Matter
e. Marking, Labeling & Packing
f. Clearance Procedures
3. Goods in Transit
4. Re-exports
D. Sanitary Regulations
1. Pharmaceuticals
a. Regulations
b. Labeling of Pharmaceuticals
c. Certification and Registration
2. Foodstuffs
a. Regulations
b. Labeling of Foodstuffs
c. Certification and Registration
3. Other Sanitary/Certification Requirements
a. Live Animals
b. Live Plants and Seeds
c. Other
E. Commercial Payments
1. Letters of Credit (L/C)
2. Consignment Basis
3. Suppliers' Credit
(to General Reference: Export Credit Insurance)
4. Other Commercial Payment Arrangements
F. Export Processing Zones/Free Trade Zones

VIII. INVESTMENT REGULATIONS AND INCENTIVES

A. Investment Institutions and Regulations
1. Institutions and Administrative Procedures
2. Restrictions and Prohibitions
a. Sectoral and Activity Restrictions
b. Joint Ventures and Ownership Limitations
3. Entrance and Registration of Capital
4. Foreign Real Property Ownership Rules
5. Licensing and Franchising
(Technology Transfer)
B. Investment Guarantees
1. International Agreements
2. Remittances

a. Profits and Dividends
b. Royalties and Technical Fees
c. Other (include personal earnings)
3. Capital Repatriation
a. Exchange Controls and Rates
b. Reinvestment Provisions
c. Foreign Exchange Availability
4. Investment Disputes
a. Expropriation
b. Dispute Settlement Procedures
c. Int'l Agreements and Conventions
d. Insurance
5. Intellectual Property Protection
a. Patents, Trademarks, Copyright
b. International Agreements/Conventions

C. Investment Incentives
1. Incentive Areas
a. Regional
b. Product
c. Special Sectoral Incentives
d. Export Processing, Free Trade Zones
2. Tax Credits, Holidays and Exemptions
3. Import Duty Reductions
4. Concessionery Financing
5. Performance Requirements
a. Exports
b. Employment of Nationals
c. Local Content

IX. BUSINESS FACILITIES AND INFRASTRUCTURE

A. Market Characteristics
(Government/Business Sector Interaction, Degree of Government Regulation/Ownership, Price Controls, Doing Business, Privatization)

B. Business Entry & Establishment Procedures
1. Establishment (Domestic/Foreign)
a. Licensing Requirements
b. Registration Procedures
c. Legal Forms of Business Organization
(applicable to foreign investors, joint ventures, partnership, subsidiary, branch office, 100% ownership, etc.)
2. Issuance of Capital
3. Mergers, Acquisitions and Takeovers

C. Banking & Financial Institutions
1. Domestic (in-country) Financial Institutions
a. U.S. Subsidiaries

b. Commercial Banks
c. Development Banks and Funds
d. Other Credit Institutions (S&Ls, Co-ops)
2. Capital Markets
(Stock & Bond Markets, etc.)
3. Insurance
4. Access to Credit and Financial Institutions
a. Domestic (in-country)
b. Multilateral Development Banks
c. Debt-to Equity Conversion Programs

D. Currency & Exchange Controls
1. Local Currency
2. Multiple Exchange Rates
3. Foreign Exchange Availability
4. Other Foreign Exchange Regulations

E. Taxation
1. Personal (Income) Taxes
2. Corporate and/or Company Taxes
3. Property Taxes
4. Taxes on Use of Goods/Property
5. Sales and Consumption Taxes
6. Social Security and Other Benefit Taxes
7. Tax Certificates
8. Penalties

F. Distribution & Sales Channels
1. Agents, Distributors and Representatives
2. Import Marketing
3. Wholesale and Retail Sales

G. Advertising and Marketing Aids
1. Advertising Agencies
2. Advertising Media
a. Newspapers and Magazines
b. Radio
c. Television
d. Other
(e.g., Theaters, Direct Mail)
3. Market Research

H. Feasibility Studies

I. Government Procurement
1. State-owned Entities and Agencies
2. Tendering, Procurement Methods and Procedures
- Publication of Tenders
3. States/Provinces/Municipalities

J. Technical and Product Standards
1. Metric or Traditional System
2. Industrial and Product Standards

K. Transportation, Communications and Power

1. Ports and Water Transportation
2. Airports and Air Transportation
3. Surface Transportation
    a. Roads and Highways
    b. Railroads
4. Electric Power
    a. Generation Distribution and Availability
    b. Electrical Standards
5. Telecommunications
   (Telephones, Data Transmission, TELEX, FAX)
6. Postal and Courier Systems
7. Other Utilities

L. Labor and Labor Relations
1. Organization and Labor Relations
2. Minimum Wages and Working Conditions
3. Skills and Qualifications
   (composition of labor force)
4. Employment of Nationals
5. Employment of Foreigners
6. Employer Associations

X. GUIDANCE FOR BUSINESS TRAVELERS

A. Local Business Practices
1. National Holidays
2. Business Hours
3. Taxis and Car Rentals
4. Hotels and Accommodations

B. Language and Business Communication
1. Language
2. Correspondence
3. Telecommunication Facilities

C. Visas, Entry and Exit Documentation

D. Currency Regulations

E. Climate, Health, Sanitary Conditions

F. Housing and Schools

XI. KEY CONTACTS AND OTHER SOURCES OF INFORMATION

A. Key Government Contacts

B. Foreign Diplomatic Representatives

C. Principal U.S. Government Representatives

D. Other Sources of Information
(Business Information Sources, e.g. consultants, accounting firms, engineering firms, commercial banks, business associations, etc.)

APPENDIX B
OUTLINE OF TOPICS IN GENERAL REFERENCE MODULE

1. T & I GENERAL INFORMATION

A. Principal Barriers to Foreign Trade

2. OTHER SOURCES OF INFORMATION AND ASSISTANCE

A. U.S. Department of Commerce
B. Overseas Private Investment Corporation
C. Export-Import Bank
D. Foreign Credit Insurance Association
E. Trade and Development Program
F. World Bank Group
G. InterAmerican Development Bank
H. Asian Development Bank
I. African Development Bank Group

3. KEY REFERENCE DOCUMENTS

A. Business Directories
   1. General
   2. Manufacturers
   3. Exporters and Importers
   4. US Firms Abroad
   5. US Firms by Size
   6. Finance Institutions
   7. Advertising and Marketing
   8. Trade Leads
   9. Investors

B. Local Information
C. Directories of Directories
D. Other Publications and Reports

APPENDIX C
USING MAIL MERGE

When in the Contacts Module (see Chapter 4), the user can specify criteria to subset the base of contact data captured in the particular workstation. From this query, a scrollable list of organizations is presented to the user. Selecting the Create Mail Merge File button generates a Contacts List File suitable for merging in word processor or database programs for letter and mailing label generation. An entry in the file is created for each contact associated with each organization presented in the entire contacts list window.

Contacts List File Structure

The generated Contacts List File is a simple ASCII text file with a very proscribed format. The file is made up of sets of thirteen lines for each organization contact which will contain the thirteen database fields for the contacts section. Each field ends with field delimiters of the two special ASCII codes for a Carriage return and a Linefeed (decimal codes 13 and 10 or hexadecimal codes 0D and 0A, respectively). This combination is also the standard line terminator for many text editors. Immediately after the Carriage Return and Linefeed of each thirteenth field, a Formfeed character (decimal code 12 or hexadecimal code 0C) as the set delimiter. This choice of delimiter codes enables the file contents to be printed in an interpretable fashion of each set on a separate page and each field on a new line. This file can also be viewed and edited with most text editors. A sample of the file structure is shown in Figure A.3-1, below.

FIELD DESCRIPTION	SAMPLE FILE CONTENTS
Last Name	Smith<CR><LF>
First Name	Tracy<CR><LF>
Salutation	Ms.<CR><LF>
Title:	Manager,<CR><LF>
Position:	International Business Staff<CR><LF>
Organization:	USAID/Asia/Private Enterprise<CR><LF>
Telephone:	(202) 647-3805<CR><LF>
Address Line 1:	320 21st Street N.W.<CR><LF>
Address Line 2:	Room 3214 NS<CR><LF>
City:	Washington<CR><LF>
State/Province	D.C.<CR><LF>
Postal Code:	20523<CR><LF>
Country:	U.S.A.<CR><LF>
Last Name	<FF>Marston<CR><LF>

Figure A.3-1 Sample File Layout

To Use With Word Perfect Merge

The contacts list file can be use with the many word processors. To use it with Word Perfect requires a previously formatted document with special codes to select which of the thirteen fields are to be displayed. The file is denoted a secondary file and issued in conjunction with a primary file. When selecting the Merge functionality in Word Perfect 5.1 (Ctrl-F9), the user first specifies the primary document and then the secondary document as a DOS text file (Ctrl-F5). The Word Perfect program will then prompt the user for the text file delimiters. The user should then enter the Carriage Return-Linefeed combination as the Field End delimiter by the following sequence - press Ctrl-M and then press Enter or Return key then F7. Next, the Word Perfect program will allow the Record delimiter to be to be entered as the Formfeed character by the following sequence - Type {12} and then save with F7.

A sample primary document is included in the main TIMS directory, MASTER.MRG, which shows the use of the contacts list file in both a letter style and for simple mailing labels. A sample Contacts List File as a secondary DOS text file, LIST.MRG, is also included in the main Time directory. To use these files follow the detailed instructions in the Word Perfect Reference Manual.

APPENDIX D
INSTALLATION AND CONFIGURATION INSTRUCTIONS for TIMS 3.0

The installation and configuration involves several straightforward, but necessary steps as the system is not a trivial application. The steps are each addressed in separate sections below.

D.1 Pre-installation Sizing

The TIMS software and data are contained in compressed forms on several diskettes. The data consume a fairly large amount of hard disk storage (~ 36 Mb) and certain subsets must reside on the same logical disk drive. Computer systems operating with DOS version 3.3 (MS- or PC-DOS varieties) cannot have logical drives of more than 32 Mb, thus. TIMS must be split across more than one logical drive on these systems. The installation disks are groups into three sets that can be installed on different logical disk drives:

- SYS - System files, Initial Contacts Database, General Reference Data, Help Text, Printer Support Files -
  1 Disk - 2.8 Mb when expanded

- PROF - Country Specific Reference Text and Tabular Data
  5 Disks - 17.5 Mb when expanded

- TRADE - Country Specific Trade Statistics
  3 Disks - 16.5 Mb when expanded

If the computer is running DOS 4.0 or later and the hard disk drive has enough space, then TIMS can be installed entirely on that single drive. After installation, the TIMS data file CONFIG.DIR will need to be edited as described later to be consistent with the hard disk choices made during installation.

INSTALLATION PLANNING EXAMPLES

Example 1 - User Has Two Options

DISK	Size	Available	Option 1	Option 2
C:	32 Mb	16 Mb	PROF	PROF
D:	32 Mb	24 Mb	TRADE	TRADE,SYS
E:	20 Mb	10 Mb	SYS	

Example 2 - User Has One Option

DISK	Size	Available	Option 1
C:	80 Mb	40 Mb	SYS,PROF,TRADE

Example 3 - User Has No Options
Must Rearrange Data

DISK	Size	Available
C:	32 Mb	10 Mb
D:	32 Mb	10 Mb
E:	32 Mb	8 Mb
F:	8 Mb	8 Mb

Please decide which available hard disk drives to install each of the three sets of TIMS and note for later use.

D.2 Instructions for Installation of Floppy Disk Files to Hard Disks

1. Change current or active drive to be the floppy drive that will be used to load diskettes (Usually a:> or b:> will be the system command prompt).

2. Insert, in order, each disk to be loaded.

3. Type LOAD x, then press Return or Enter key

   where x is the appropriate disk drive letter for the disk set (do not include the colon).

   (in Example 1 Option 1: E for SYS disks, C for PROF disks, and D for TRADE disks).

4. Repeat 2. and 3. until all disks are loaded.

D.3 Instructions for Adjusting Extended Memory Manager

The TIMS software uses up to a megabyte of extended memory to execute the programs. As the nuances of microcomputer configurations very considerably between machines, the extended memory management program must be adjusted to the specific machine after installation and after any machine memory or BIOS change. To adjust the manager program:

1. Change the active or current directory to be \TIMS on the appropriate logical hard disk drive.

2. Type SETMEM and press the Return or Enter key.

3. Follow the program directions for pressing and releasing the Space Bar.

4. Ignore any messages to upload data to a bulletin board.

This process must be repeated anytime the software is moved to a new machine, any memory is changed in the existing machine, or the processor or BIOS chips of the existing system are changed.

D.4 Instructions for Adjusting CONFIG.DIR

After installing the data and programs from all the disks or after changing TIMS file locations, the DOS file CONFIG.DIR will probably need to be edited with a text editor (EDLIN or more powerful) to properly reflect text printer selection and the hard disk drives selected during installation. The CONFIG.DIR file is an ASCII text file read by the TIMS software during execution to direct its access to different data files and to specify printer port. If all disks are installed on the C: drive and text output is to be printed through the LPT1: printer port, no changes to CONFIG.DIR will be needed.

The initial CONFIG.DIR is shown below in Figure D-1. The first line indicates the port through which to send text output to the printer. Valid options are the available parallel and serial communications ports (usually LPT1, LPT2, COM1, COM2, COM3, or COM4). The colon should **not** be included in the port specification. The directories in lines 2, 3, 5, 6 and 8 are all part of the SYS disk set and their drive indicator should be changed on all five lines if SYS was not installed on C. Similarly, line 4 should reflect the drive designated for the country profiles in the PROF set and line 7 should be the TRADE set drive.

```
lpt1                        #computer port for textual printout
c:\tims\                    #main directory
c:\tims\ref\                #reference data files
c:\timsprof\                #country profile main directory
c:\tims\contacts\           #contacts view notes directory
c:\tims\help\               #help files directory
c:\timstrad\                #trade analysis main directory
c:\tims\funds\              #sources of funds data
```

Figure D-1. Initial CONFIG.DIR File

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D.5 Instructions for Establishing Graphics Printer Support

If graphics are to be plotted to an output device, a special printer driver, EPRINT.EXE, must be prepared and incorporated into the system's AUTOEXEC.BAT file. This printer driver enables bit-mapped images of the TIMS graphs to be output to dot-matrix style printers. To prepare or change an existing EPRINT.EXE:

1. Change the active or current directory to be \TIMS on the appropriate drive.

2. Type LOADPRT and press the Return or Enter key,

3. Follow the instructions as they appear from the program.

4. Add the following line to the AUTOEXEC.BAT file

   x:\TIMS\EPRINT — where x is the letter of the logical hard disk drive where the \TIMS files were installed.

Note that the HP Laserjet family of printers are not supported - only dot matrix style printers in both black and white and in color. This process must be repeated any time the graphics printer type is changed.

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