WORLD CUSTOMS ORGANIZATION
ORGANISATION MONDIALE DES DOUANES

Practice on TRS Software

Dhaka, Bangladesh, 29 April 2014

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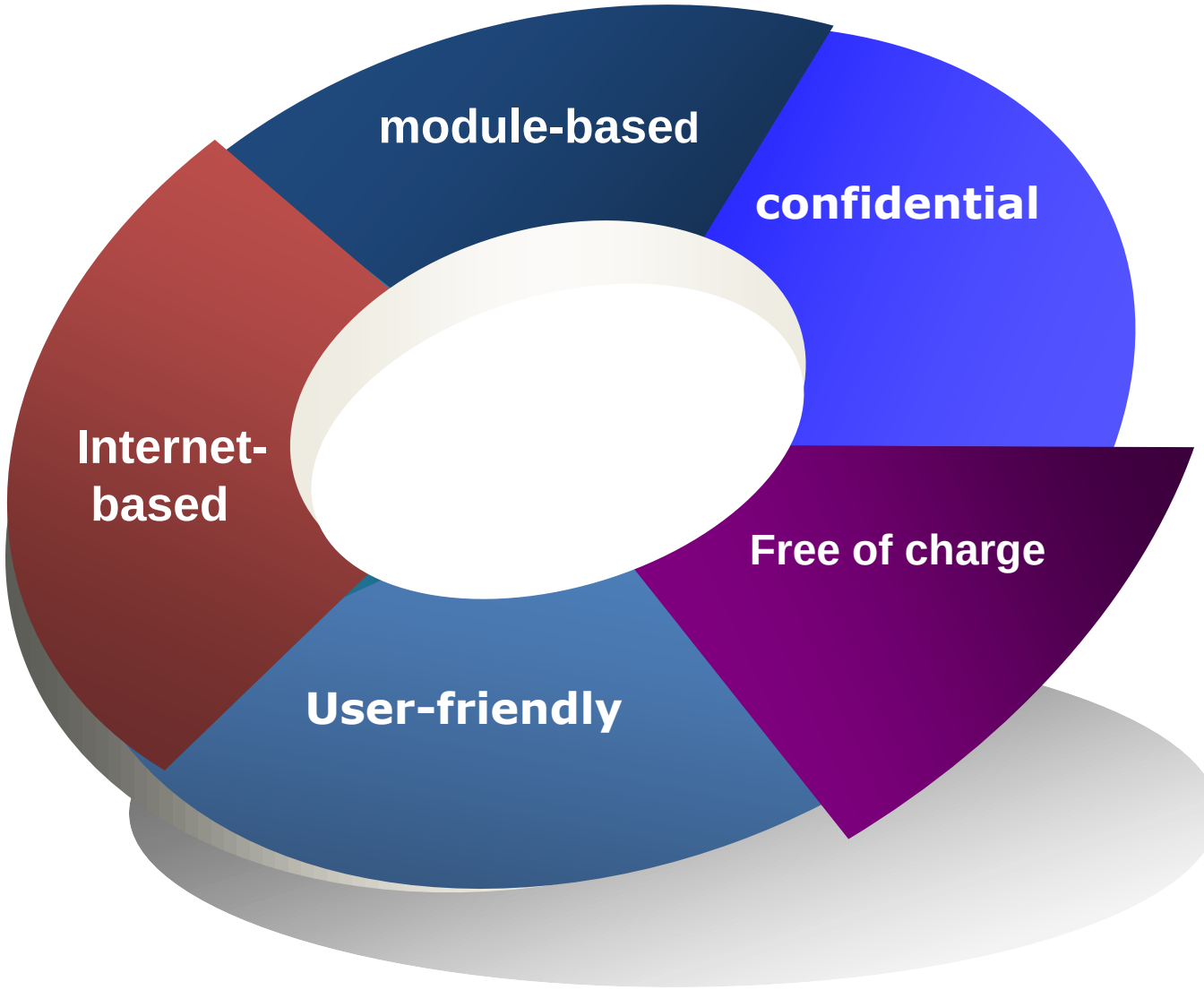
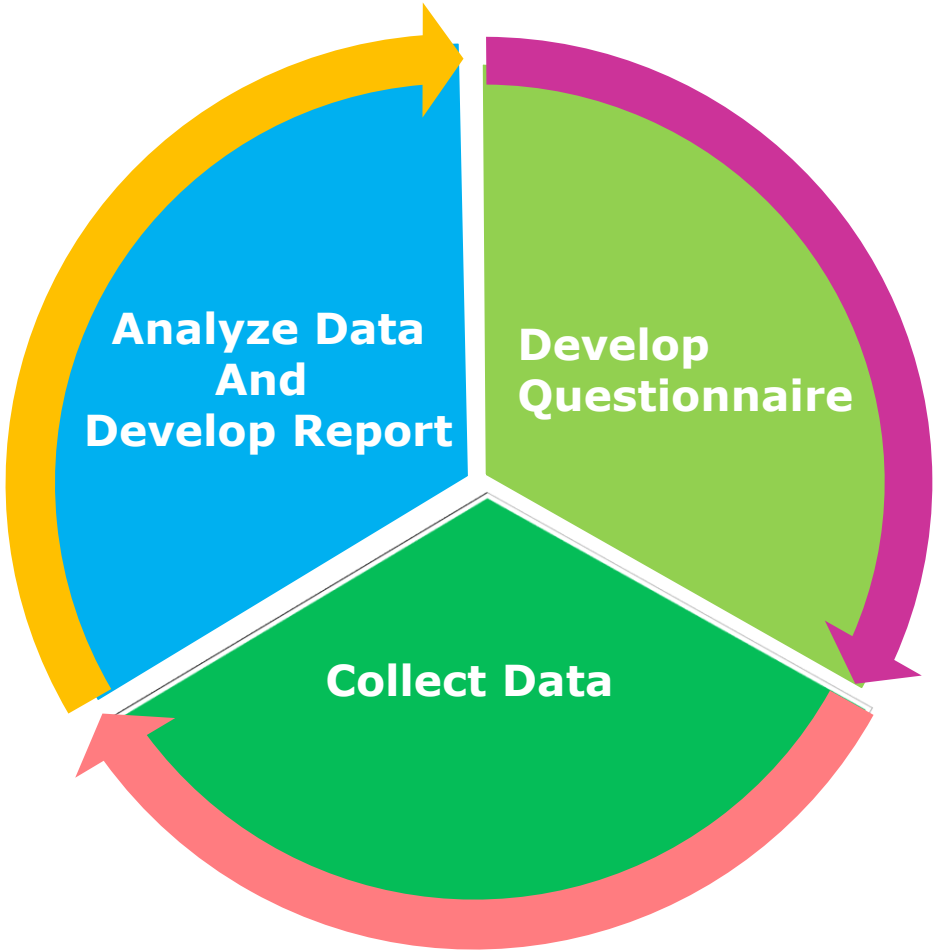
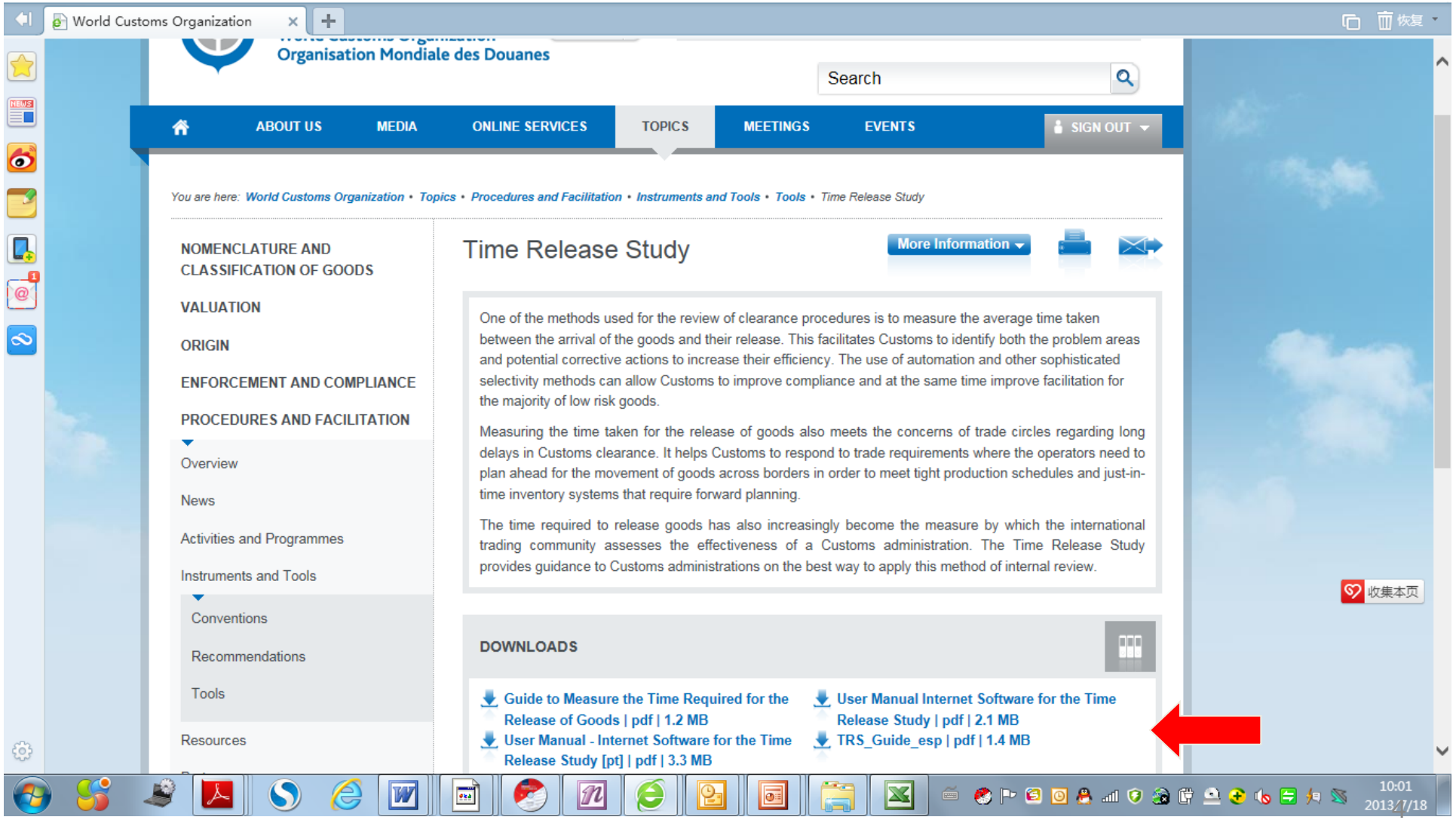
Feature of WCO TRS Software



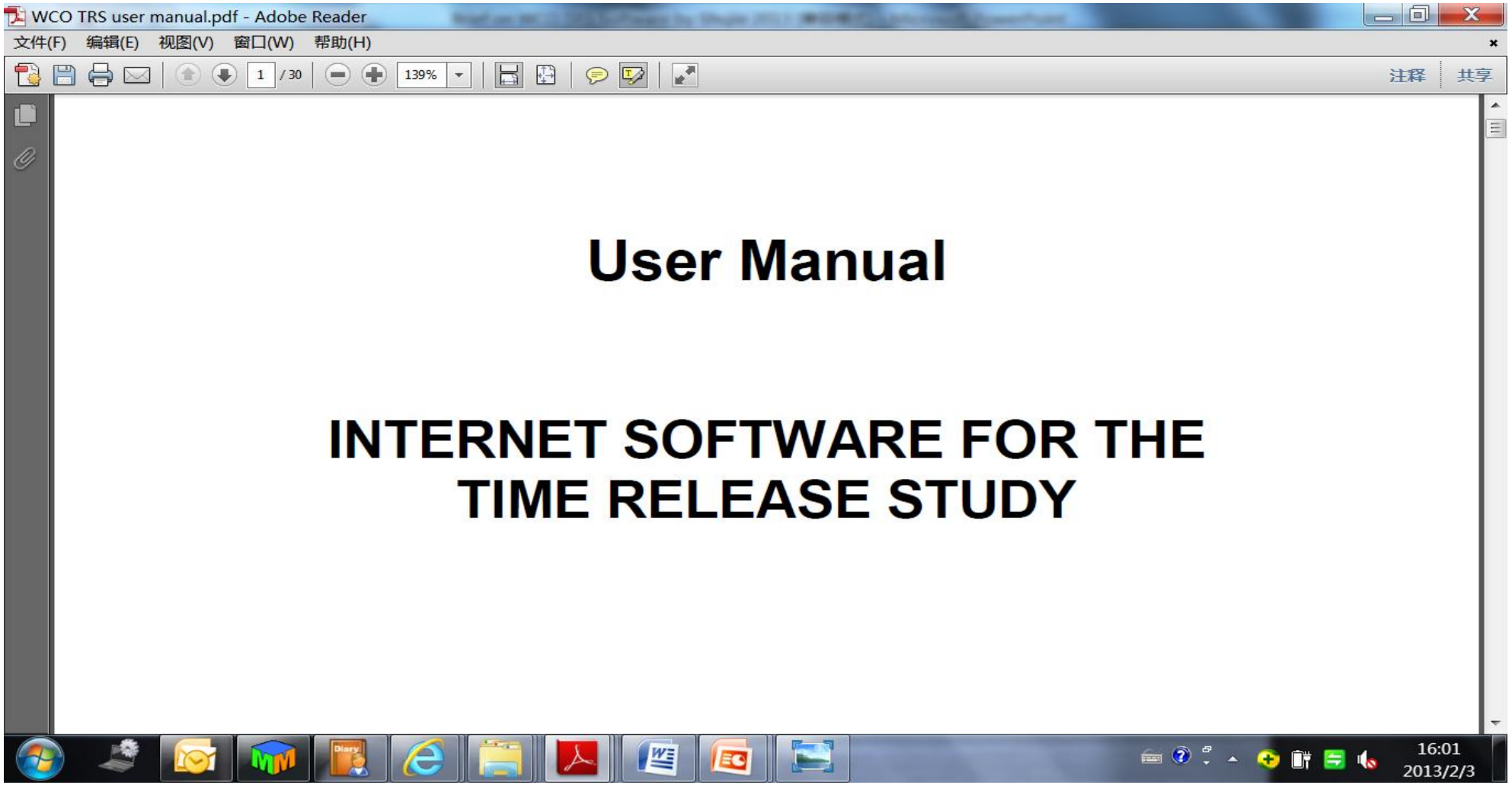
Major Function of WCO TRS Software



How to access WCO TRS Software



How to use WCO TRS Software



Step 1: Get User ID and Password

Key points

- Obtain user ID and password from WCO via ists@wcoomd.org Provide the WCO with the survey title
- User information is specific to survey.

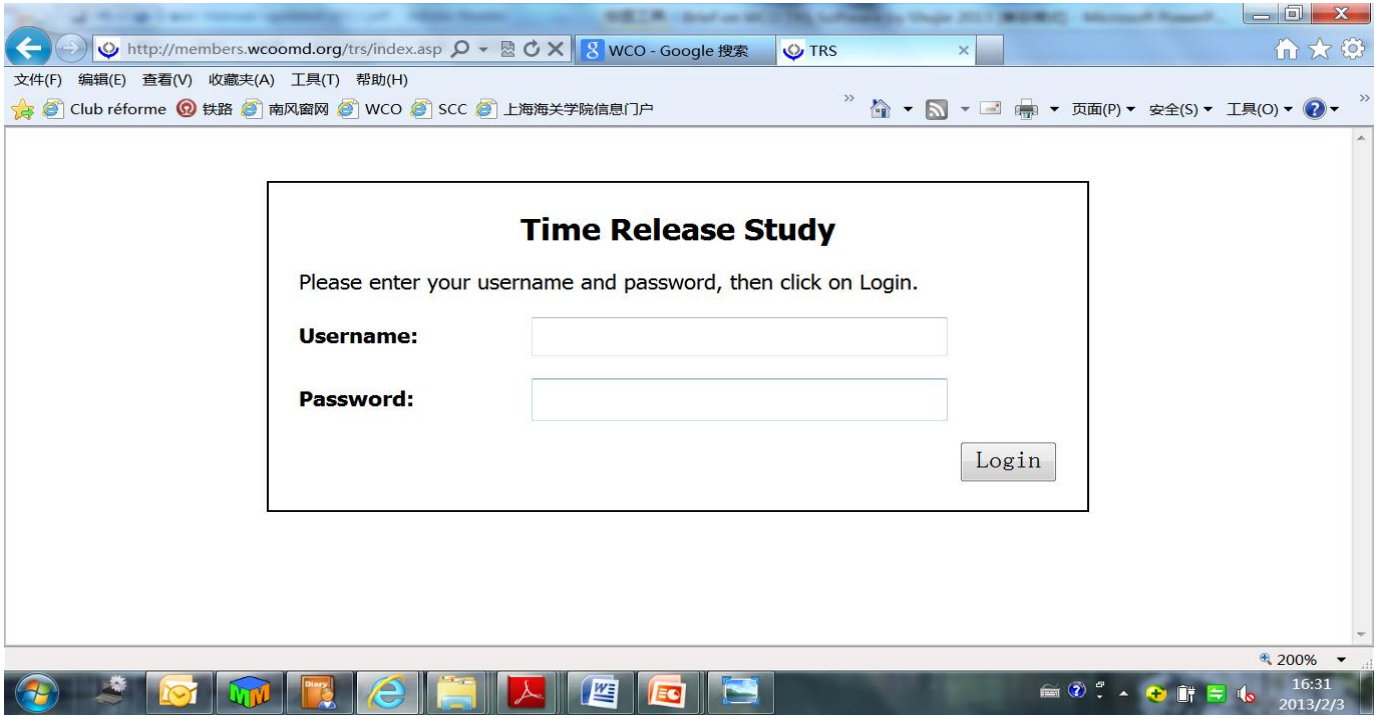
Reference

TRS Manual : Page 2

Step 2: Log in the Software

1. Make sure your internet is working.
2. Input the below URL in Explorer.
3. Input your assigned user name and password.

http://members.wcoomd.org/trs/index.asp



Step 2: Log in the Software (Let's try)

http://members.wcoomd.org/trs/index.asp

No	TRS name	User name	Password
1	Create TRS name, username and input here		12345
2			23456
3			34567
4			45678
5			56789

(Note) User names and passwords are only valid for TRS workshop

Step 3: Create New Users

Key points

- Creating new users for your team
- Survey administrator: full function
- End user: only inputting data

Reference

TRS Manual: Page 4-6

Demonstration: 1

Step 3: Create New Users (Let's try)

Step	Action
1	Log in a ***SA account***
2	Click the icon "User management"
3	Click the icon New User
4	Fill in the fields of "name", "country", ***"user" (i.e. user ID)***, "password", ***"status" (i.e. SA or EU)***, "default language" and ***"survey" (i.e. the tile of the questionnaire to be linked with)***.
5	Click "Save"
6	Click "***edit*** the user" icon to modify the user account *OR* click "delete user" icon to ***delete*** the user account

Step 4: Create Survey Questionnaire

Key points

- Survey model: Survey Editable
- Tailor to the needs of your administration
- Save data and items regularly
- Pay attention to “Mandatory”

Reference

TRS Manual: Page 6-18

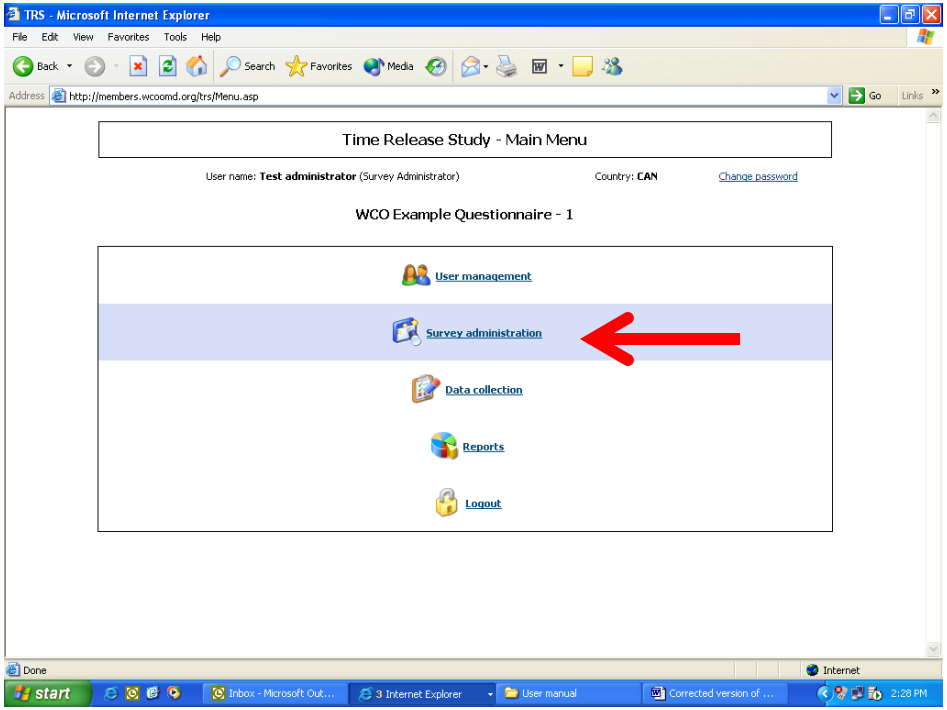
Demonstration: 2

Step 4: Create Questionnaire (Let's try)

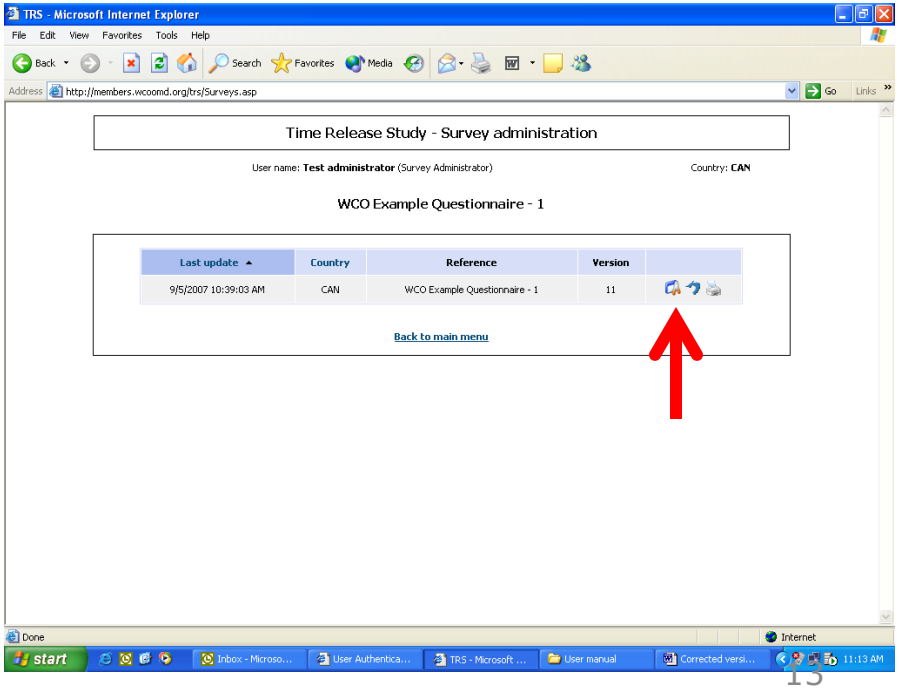
Step	Action
1	Click the icon **"Survey administration"**
2	Click the icon to "*create and edit* "the questionnaire
3	Survey Mode: Choose ***Survey editable***
4	Fill in the fields of "Country", "Title", "Introduction Text", "Logo" and "Language".
5	The icon is used to revert to a previous version of the survey; it is generally only used in the case of a major system problem
	Do "Exercise 1" to learn to create a questionnaire

Step 4: Create Questionnaire (Let's try)

Click the icon **"Survey administration"**



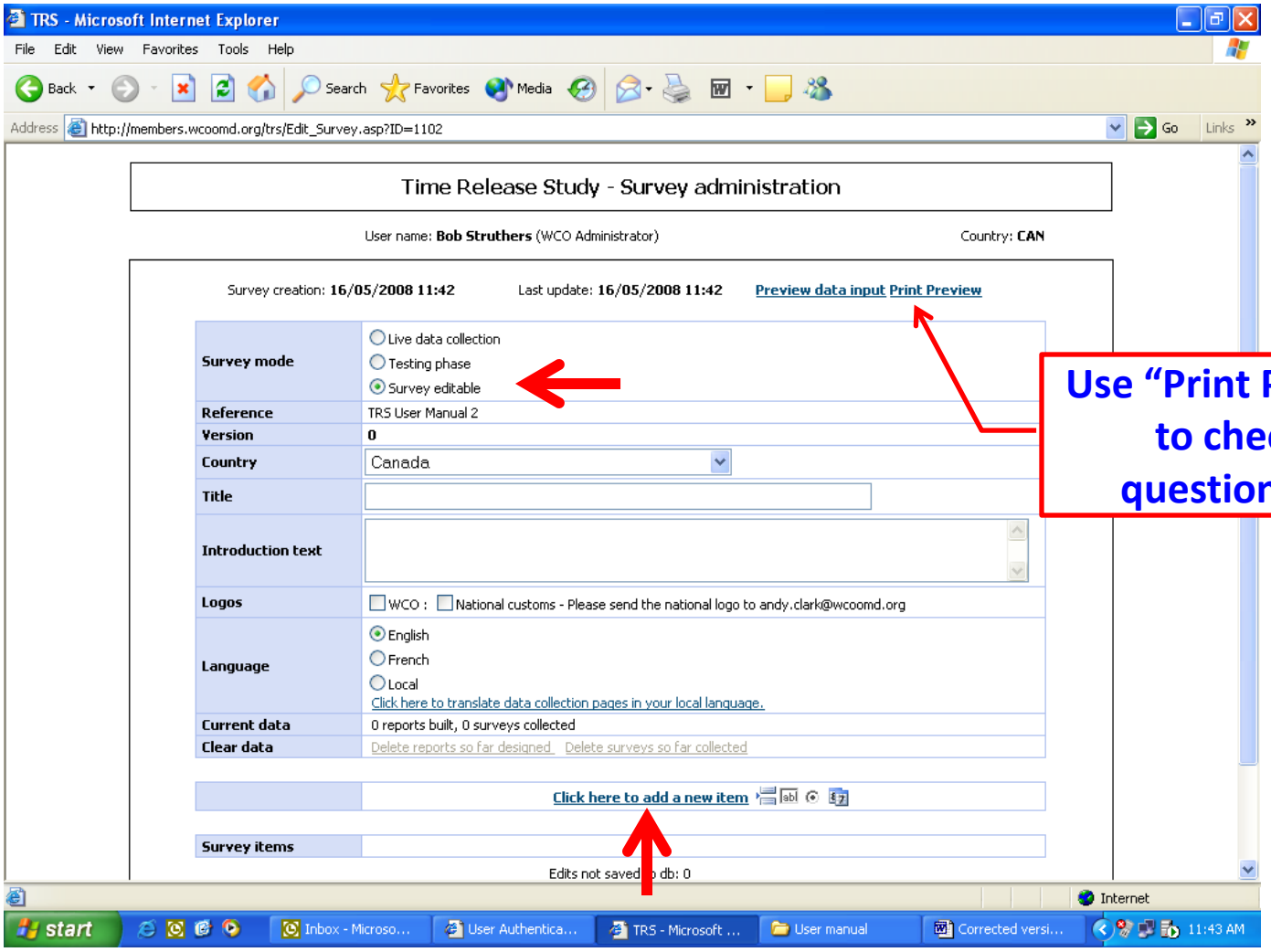
Then Click the icon to "*create and edit* "the questionnaire



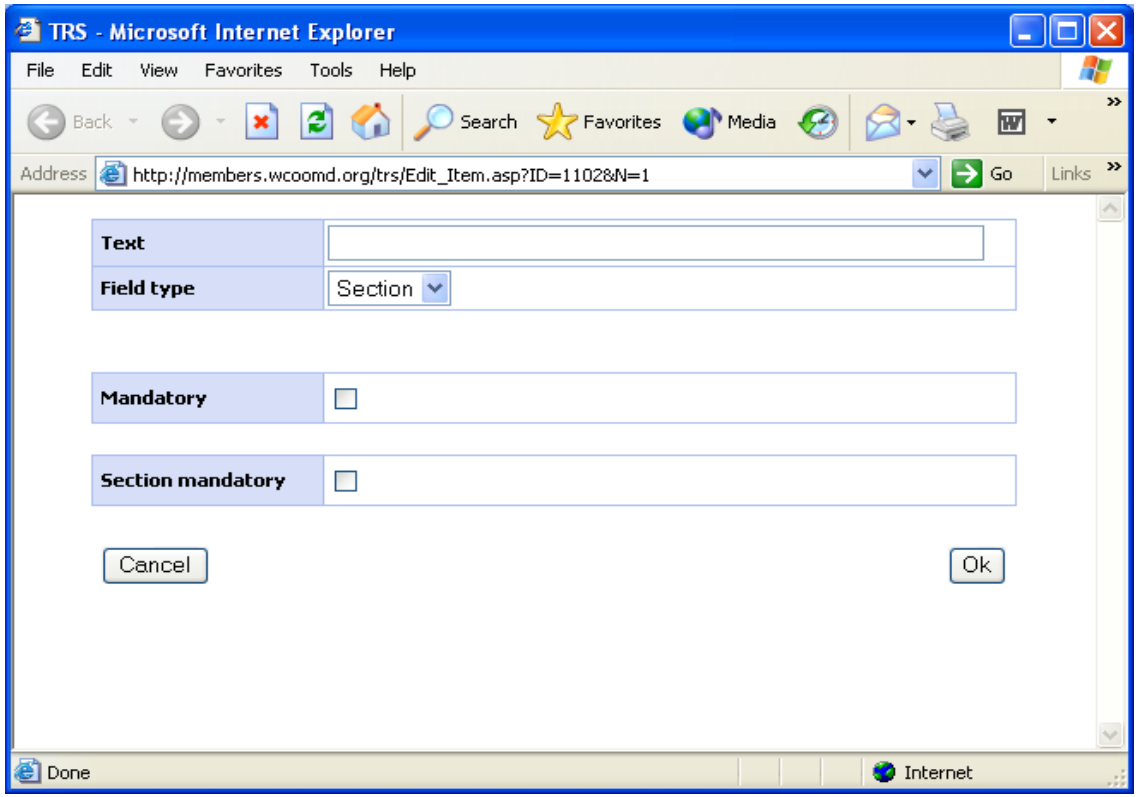
Step 4: Create Questionnaire (Let's try)

Tick **"Survey editable"** and input necessary information, e.g. Title

Click **"Click here to add a new item"**



Step 4: Create Questionnaire (Let's try)



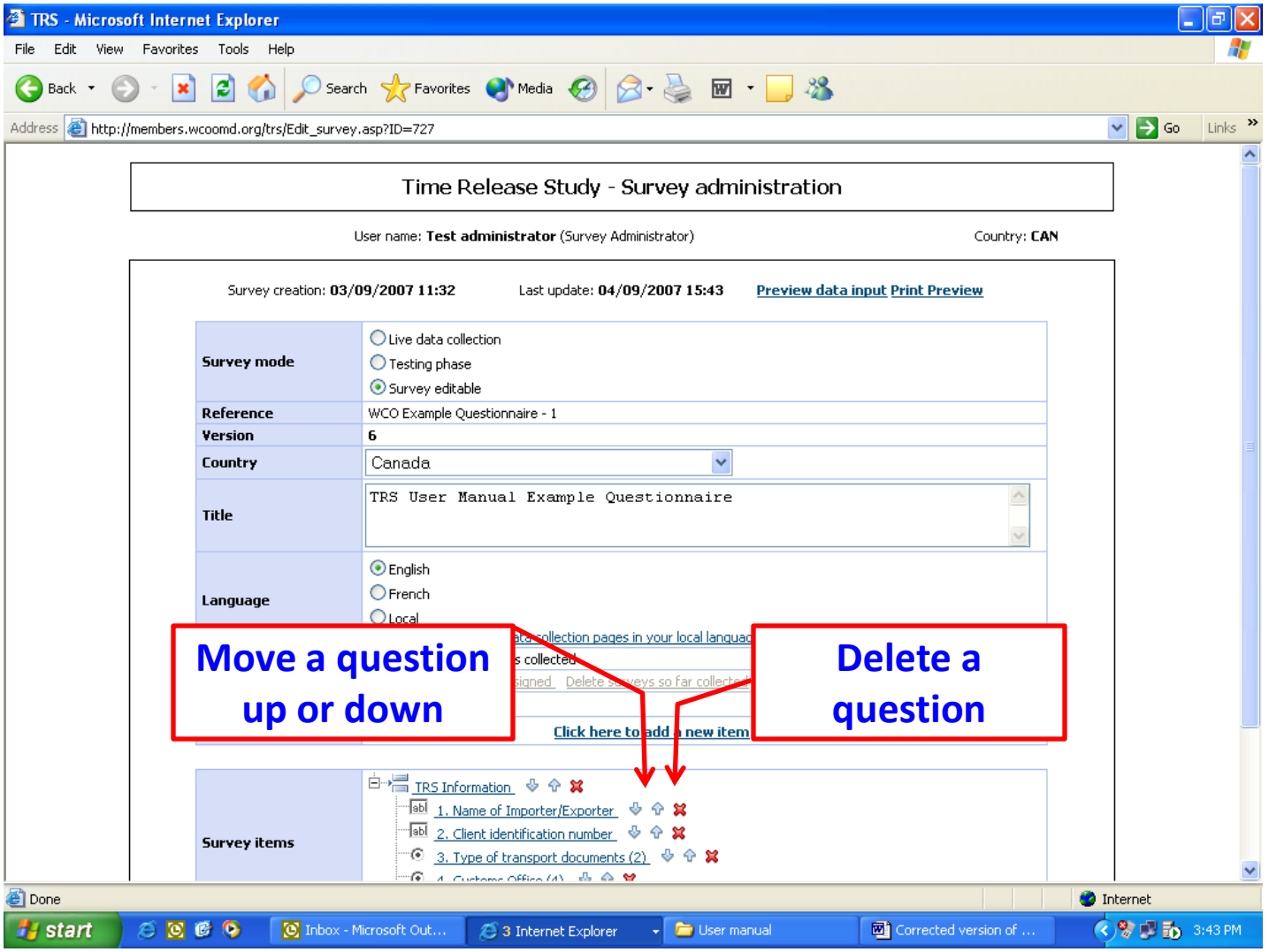
Input necessary information using this screen and develop your TRS questionnaire

Step 4: Create Questionnaire (Let's try)

Exercise 1: Please develop the following questionnaire (check using print preview)

Section A: General Information	
1. Customs Office (*)	Customs Office A ☐ Customs Office B ☐ Customs Office C ☐
2. ID number of Goods Declaration (*)	☐
3. Pre-Arraival Logement of Goods Declaration (*)	Yes ☐ No ☐
4. Physical Inspection (*)	Yes ☐ No ☐
5. Intergention by Trade Related Agencies (*)	No ☐ Quarantine ☐ Food Sanitation ☐ Ministry of Trade ☐ Other Agencies ☐
Section B: Cargo Information	
6. Arrival of Goods (*)	☐ day ☐ mth - ☐ hr ☐ min
7. Unload (Storage) of Goods (*)	☐ day ☐ mth - ☐ hr ☐ min
8. Submission of Customs Declaration (*)	☐ day ☐ mth - ☐ hr ☐ min
9. Customs Permission (*)	☐ day ☐ mth - ☐ hr ☐ min
10. Cargo removal from Customs Area (*)	☐ day ☐ mth - ☐ hr ☐ min

Step 4: Editing Questionnaire



Step 5: Inputting data to TRS software

Key points

- Function: Data Collection and New Data Input
- Assign work to End User
- Time mode: 24 hours
- Switch the "Survey Mode" to **"Live Data Collection"**
- Time should be input before choose date

Reference

TRS Manual: Page 20 -22

Step 5: Input data (Let's try)

Example 1

Section A: General Information	
1. Customs Office (*)	Customs Office A
2. ID number of Goods Declaration (*)	10114725
3. Pre-Arraival Logement of Goods Declaration (*)	Yes
4. Physical Inspection (*)	No
5. Intergention by Trade Related Agencies (*)	No
Section B: Cargo Information	
6. Arrival of Goods (*)	10:25, 1 October 2013
7. Unload (Storage) of Goods (*)	14:35, 1 October 2013
8. Submission of Customs Declaration (*)	15:00, 3 October 2013
9. Customs Permission (*)	17:05, 3 October 2013
10. Cargo removal from Customs Area (*)	09:50, 4 October 2013

Step 5: Input data (Let's try)

Example 2

Section A: General Information	
1. Customs Office (*)	Customs Office B
2. ID number of Goods Declaration (*)	10216824
3. Pre-Arraival Logement of Goods Declaration (*)	No
4. Physical Inspection (*)	Yes
5. Intergention by Trade Related Agencies (*)	Quarantine
Section B: Cargo Information	
6. Arrival of Goods (*)	10:00, 2 October 2013
7. Unload (Storage) of Goods (*)	10:35, 3 October 2013
8. Submission of Customs Declaration (*)	09:00, 8 October 2013
9. Customs Permission (*)	15:00, 10 October 2013
10. Cargo removal from Customs Area (*)	14:15, 11 October 2013

Step 5: Input data (Let's try)

Example 3

Section A: General Information	
1. Customs Office (*)	Customs Office A
2. ID number of Goods Declaration (*)	10125621
3. Pre-Arraival Logement of Goods Declaration (*)	No
4. Physical Inspection (*)	No
5. Intergention by Trade Related Agencies (*)	Food Sanitation
Section B: Cargo Information	
6. Arrival of Goods (*)	10:25, 1 October 2013
7. Unload (Storage) of Goods (*)	13:30, 1 October 2013
8. Submission of Customs Declaration (*)	09:10, 4 October 2013
9. Customs Permission (*)	16:35, 4 October 2013
10. Cargo removal from Customs Area (*)	09:50, 7 October 2013

Step 5: Input data (Let's try)

Example 4

Section A: General Information	
1. Customs Office (*)	Customs Office C
2. ID number of Goods Declaration (*)	10400815
3. Pre-Arraival Logement of Goods Declaration (*)	Yes
4. Physical Inspection (*)	No
5. Intergention by Trade Related Agencies (*)	No
Section B: Cargo Information	
6. Arrival of Goods (*)	10:45, 1 October 2013
7. Unload (Storage) of Goods (*)	14:55, 1 October 2013
8. Submission of Customs Declaration (*)	19:00, 2 October 2013
9. Customs Permission (*)	19:20, 2 October 2013
10. Cargo removal from Customs Area (*)	10:15, 3 October 2013

Step 6: Analyze Data

Key points

- Function: Quick Report
- Features: average, standard deviation
- Data in EXCEL form
- For ***Section B***, click ***ONLY TWO entries***

Reference

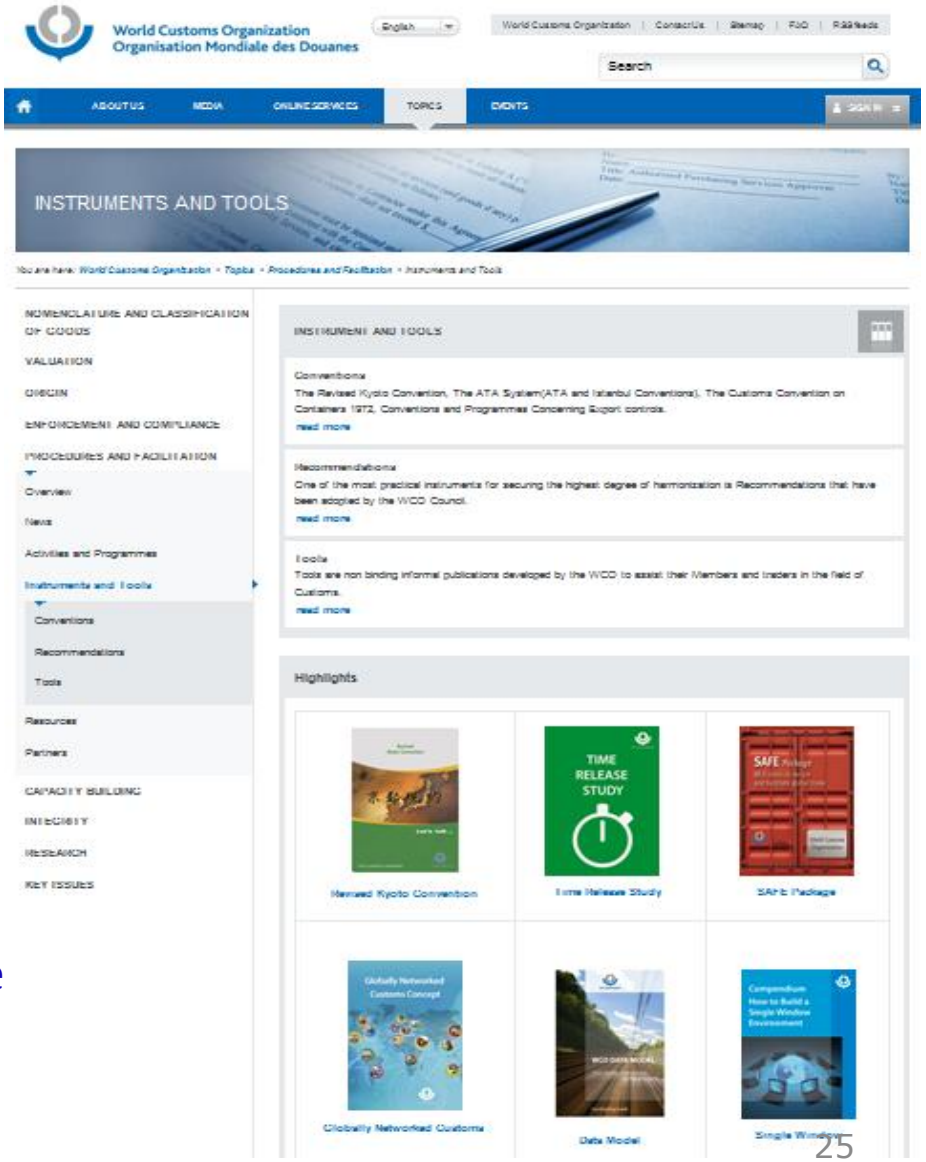
TRS Manual: Page 23-30

Key tips for the success

- High quality input leads to high quality output.
- Make sure a core team taking care of TRS Software.
- The team leader is better to have combined knowledge of trade procedures, computer and statistics.
- Analyses should be based on concrete numbers and must go beyond numbers.

Thank you for your kind attention.

For more information, please visit: www.wcoomd.org



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