






Information Note on Application of WCO TRS Software



A. General Information

1. Hyperlink for the WCO Webpage of TRS Software:
 - ✚ <http://members.wcoomd.org/trs/index.asp>
2. New Questionnaire
 - ✚ To create a *new questionnaire*, the respective administration is required to provide the WCO with “*the title of the questionnaire*” (e.g. ABC Revenue Authority – Air, CDE Customs – XXX Control Points, etc) as the questionnaire reference.
3. User ID and Password
 - ✚ Each User ID is only linked with *one* questionnaire.
 - ✚ There are two types of users:
 - (a) *Survey Administrator (SA)*, which is enabled to perform the following functions:
 - (i) create new users (both SA and EU) for the same questionnaire;
 - (ii) create and edit questionnaire template; and
 - (iii) input data.
 - (b) *End User (EU)*, which is allowed to input data only
 - ✚ To request for the user ID and password for the TRS account, the requesting administration is required to
 - (a) provide the name and post title of such user;
 - (b) specify what type of user account is requested; and
 - (c) specify which questionnaire the user account is linked with.
4. Request for the user ID and password, together with the title of the questionnaire to be linked, should be addressed to ists@wcoomd.org.


B. Create User Account




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 
6. Click “” to *edit* the user account *OR* click “” *delete* the user account



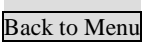


C. Create Questionnaire

1. Click the icon “ **Survey administration**” to go to the questionnaire
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. Do “Exercise 1” to learn to create a questionnaire

D. Edit Questionnaire




1. Click the icon “” to go back to the questionnaire and find the following *editing icons*:

 The icons of   for changing the entry sequence



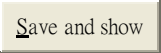




 The icon of  for deletion of entry
2. Click the icon  and then see the *editing icon* of  , which is to revert the questionnaire template to the previous saved versions
3. Press  after editing

(Remarks: The icon of  indicates that such entry is mandatory.)

E. Data Input

1. Click the icon “” to go back to the questionnaire
2. Switch the “Survey Mode” to **Live Data Collection**
3. Click the icon  and then click the icon  **Data collection**
4. Do Exercise 2 to learn data input

F. Create Report

1. Go to “Main Menu” and click the icon  [Reports](#)
2. Click the icon 
[Quick report](#)
3. For *Section A*, click “*Select All*” to see all inputs
4. For *Section B*, click *ONLY TWO entries*
5. Click  to show the average time required for the chosen procedures based on the inputted data.
6. May also click the icon [New Quick Report](#) to create another report to show the average time required for other two chosen procedures.
7. Under the column of “Quick reports”, may click the icon  to show the report or click the icon  to delete that report.
8. Click the icon  to convert the quick report in Excel form
[Full data excel](#)
9. Click the icon  for the Data Validation Report.
[Data Validation Report](#)