












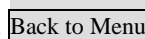



# PRACTICAL EXERCISES

**Exercise 1:** Create sample questionnaire as below:

Section A General Information	
1. Customs Office	
2. Declarant Status	Clearing Agent <input type="checkbox"/> Importer <input type="checkbox"/> Customs Broker <input type="checkbox"/>
Section B Clearing Agents or Importers (*)	
3. Arrival of Goods	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
4. Placement in Temporary Storage (Start)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
5. Placement in Temporary Storage (End)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min

## Hints

- Click the icon “[Click here to add a new item](#)     ” to create every new entry
- “**Text**” is to denote “What information to be collected”.
- “**Field Type**” is to denote “What types of answers to be obtained”.
  -  **Section** : create “Section”
  -  **Text field**  : create answer with “free text”
  -  **Radio Button**  : create answer with “more than one options”
  -  **Date and Time**  : create answer with “date and time”
- After creation of every entry, Click the icon 
- After creating the questionnaire, click the icon** 
- Click the icon “ [Print Preview](#) ” to see the template of questionnaire.
- Click the icon  and then click  to print the questionnaire template.

**Exercise 2:** input the questionnaire data as below:

Data Sheet 1

<b>Section A General Information</b>	
1. Customs Office (*)	ABC Office
2. Declarant Status (*)	Importer
<b>Section B Clearing Agents or Importers (*)</b>	
3. Arrival of Goods (*)	26 September 2012 10:00 hrs
4. Placement in Temporary Storage (Start) (*)	26 September 2012 11:00 hrs
5. Placement in Temporary Storage (End) (*)	26 September 2012 12:00 hrs






Data Sheet 2

<b>Section A General Information</b>	
1. Customs Office (*)	ABC Office
2. Declarant Status (*)	Clearing Agent
<b>Section B Clearing Agents or Importers (*)</b>	
3. Arrival of Goods (*)	26 September 2012 10:00 hrs
4. Placement in Temporary Storage (Start) (*)	26 September 2012 11:30 hrs
5. Placement in Temporary Storage (End) (*)	26 September 2012 13:00 hrs

Data Sheet 3



<b>Section A General Information</b>	
1. Customs Office (*)	ABC Office
2. Declarant Status (*)	Customs Broker
<b>Section B Clearing Agents or Importers (*)</b>	
3. Arrival of Goods (*)	26 September 2012 11:00 hrs
4. Placement in Temporary Storage (Start) (*)	26 September 2012 13:00 hrs
5. Placement in Temporary Storage (End) (*)	26 September 2012 15:00 hrs

## Hints

1. Click the icon   
[New data input](#)
2. Click [Section A General Information](#) , fill in the fields and click 
3. Click [Section B Clearing Agents or Importers](#)  fill in the fields and click 
4. For *date and time field*, click the icon  → fill in the time first and then click the date. The time is in 24-hour system.
5. After inputting Section A and B, click the icon [Submit this survey](#).

### [Remarks:

*(a) After every survey submission, a “reference number” will be automatically generated from the system for that survey. It is also advised to copy the reference number on the respective survey hardcopy for record purpose.]*

6. May click the icon  to edit or click the icon  to delete the submitted survey.
7. **Repeat the above steps 1-5 to input the Data Sheet 2 & 3.**