



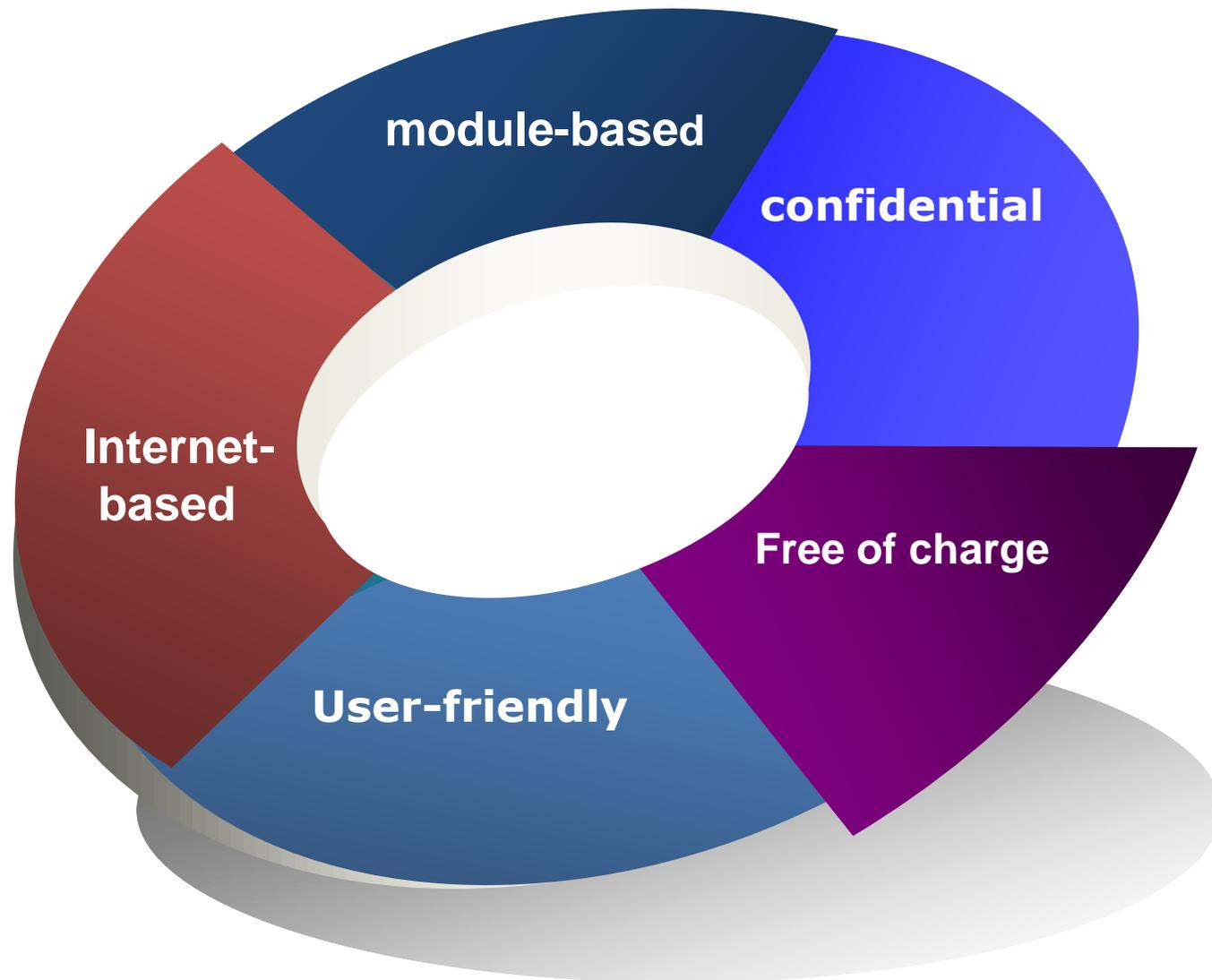
WORLD CUSTOMS ORGANIZATION  
ORGANISATION MONDIALE DES DOUANES

# Practice on TRS Software

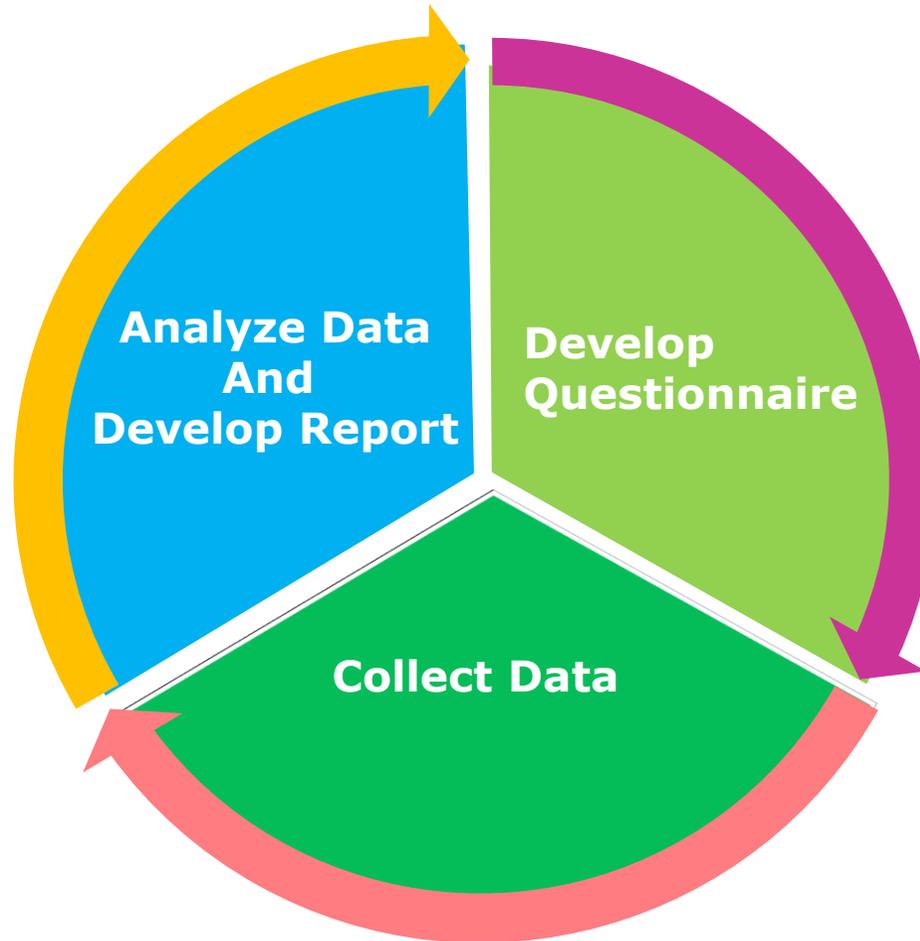
Dhaka, Bangladesh, 29 April 2014

Shigeaki Katsu  
Trainer, Customs Training Institute,  
Ministry of Finance, Japan

# Feature of WCO TRS Software



# Major Function of WCO TRS Software



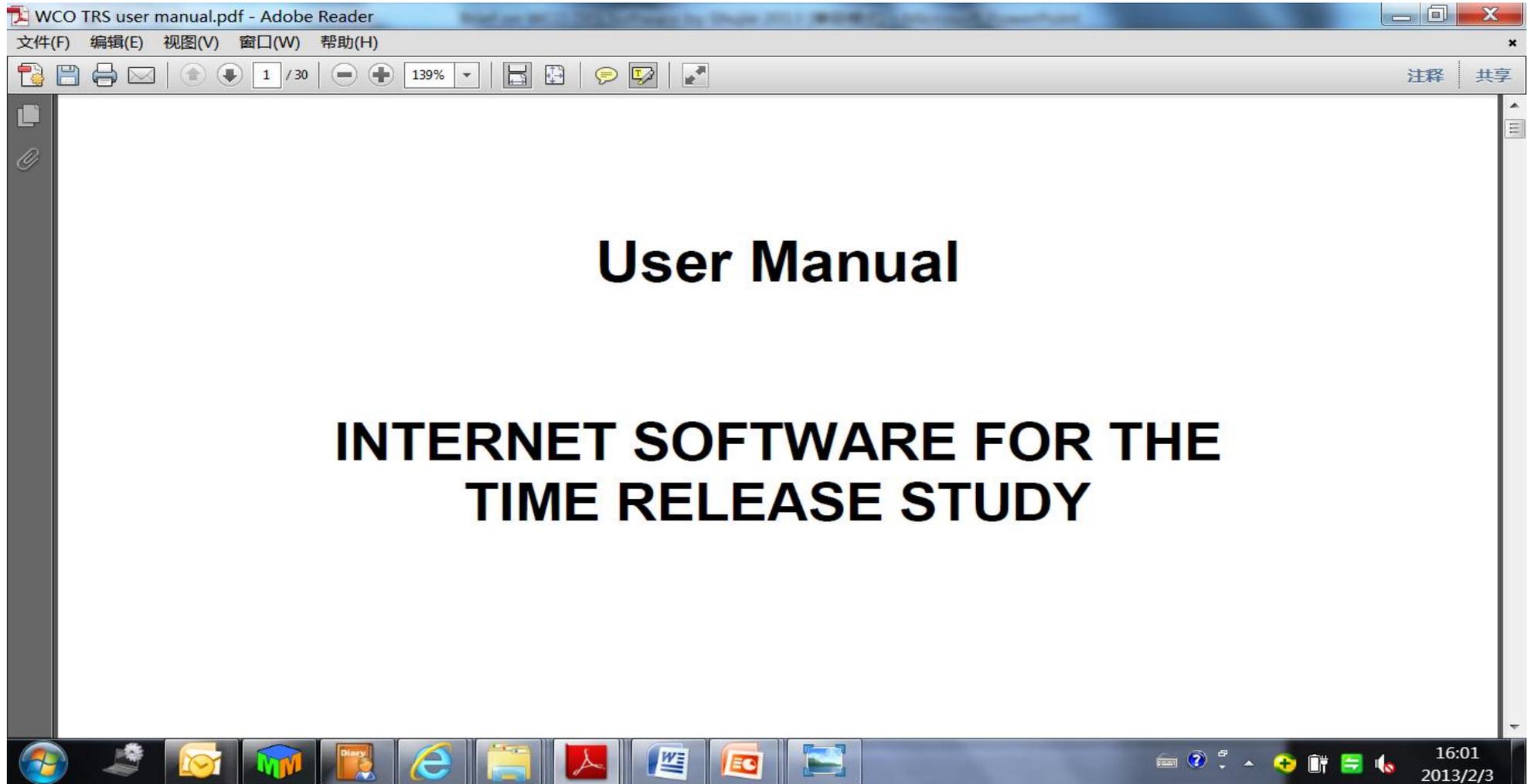
# How to access WCO TRS Software

The screenshot displays the WCO website interface. At the top, the navigation menu includes 'ABOUT US', 'MEDIA', 'ONLINE SERVICES', 'TOPICS', 'MEETINGS', 'EVENTS', and 'SIGN OUT'. The breadcrumb trail reads: 'You are here: World Customs Organization • Topics • Procedures and Facilitation • Instruments and Tools • Tools • Time Release Study'. The main content area is titled 'Time Release Study' and contains three paragraphs of text explaining the study's purpose and methodology. Below the text is a 'DOWNLOADS' section with four links:

- [Guide to Measure the Time Required for the Release of Goods | pdf | 1.2 MB](#)
- [User Manual Internet Software for the Time Release Study | pdf | 2.1 MB](#) (indicated by a red arrow)
- [User Manual - Internet Software for the Time Release Study | pdf | 3.3 MB](#)
- [TRS\\_Guide\\_esp | pdf | 1.4 MB](#)

The left sidebar contains a menu with categories: 'NOMENCLATURE AND CLASSIFICATION OF GOODS', 'VALUATION', 'ORIGIN', 'ENFORCEMENT AND COMPLIANCE', 'PROCEDURES AND FACILITATION' (expanded to show 'Overview', 'News', 'Activities and Programmes', 'Instruments and Tools', and 'Resources'), and 'Resources'. The bottom of the image shows a Windows taskbar with various application icons and a system tray with the date '2013/7/18' and time '10:01'.

# 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](mailto:ists@wcoomd.org) Provide the WCO with the survey title
- User information is specific to survey.

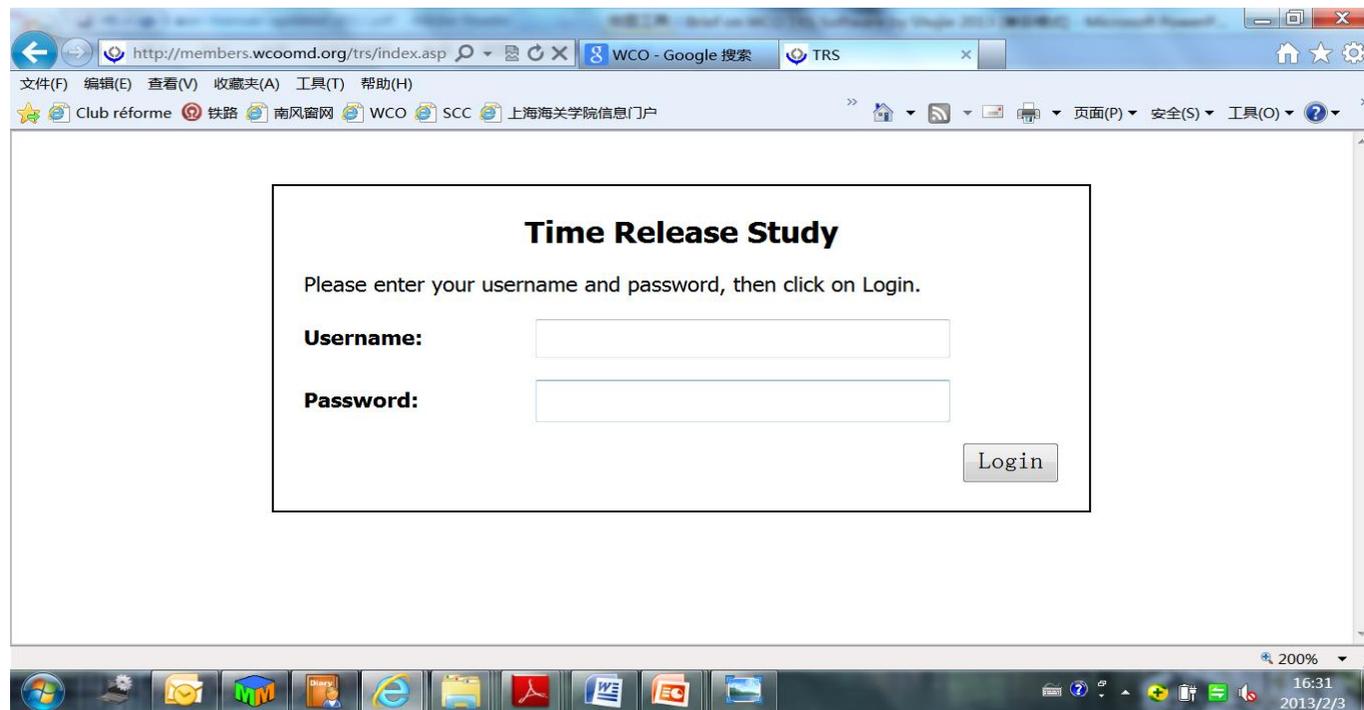
## Reference

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](#)

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

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

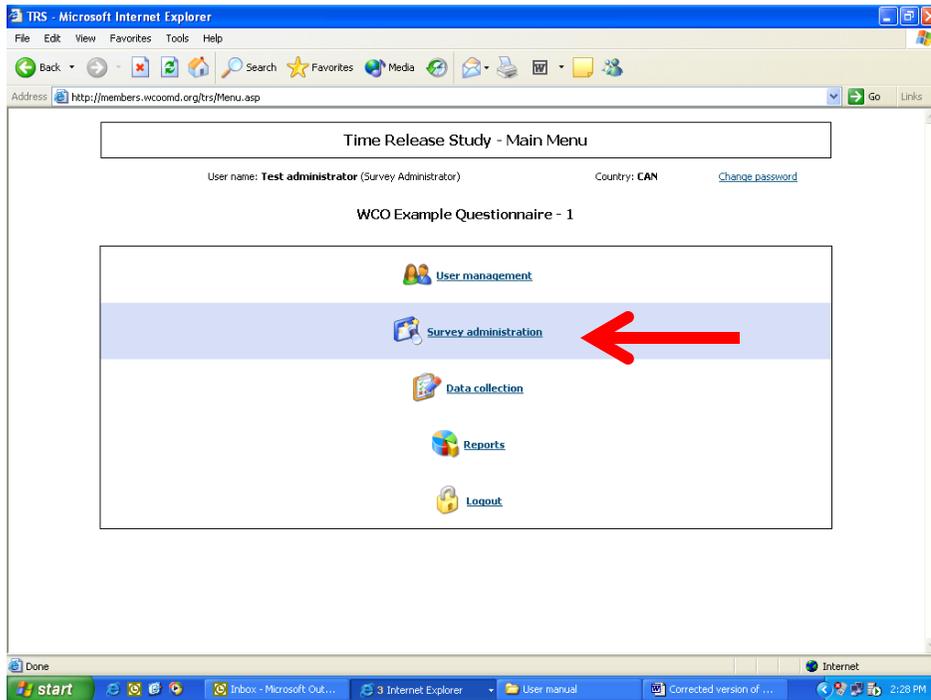
# Step 4: Create Questionnaire (Let's try)

Step	Action
1	Click the icon  <a href="#">“Survey administration”</a>
2	Click the icon  to <a href="#">“create and edit”</a> the questionnaire
3	Survey Mode: Choose <b><i>Survey editable</i></b>
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 <a href="#">“Exercise 1”</a> to learn to create a questionnaire

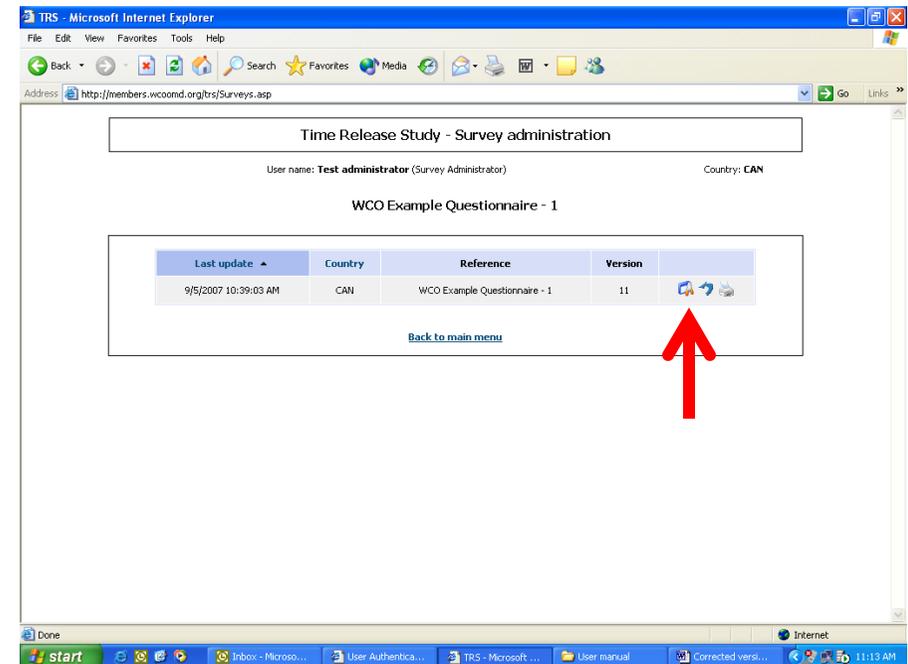
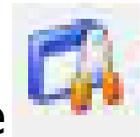
# Step 4: Create Questionnaire (Let's try)

Click the icon

**"Survey administration"**



Then Click the icon **"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"**

TRS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://members.wcoomd.org/trs/Edit\\_Survey.asp?ID=1102](http://members.wcoomd.org/trs/Edit_Survey.asp?ID=1102)

Time Release Study - Survey administration

User name: **Bob Struthers** (WCO Administrator) Country: **CAN**

Survey creation: **16/05/2008 11:42** Last update: **16/05/2008 11:42** [Preview data input](#) [Print Preview](#)

<b>Survey mode</b>	<input type="radio"/> Live data collection
	<input type="radio"/> Testing phase
	<input checked="" type="radio"/> Survey editable
<b>Reference</b>	TRS User Manual 2
<b>Version</b>	0
<b>Country</b>	Canada
<b>Title</b>	
<b>Introduction text</b>	
<b>Logos</b>	<input type="checkbox"/> WCO : <input type="checkbox"/> National customs - Please send the national logo to andy.clark@wcoomd.org
<b>Language</b>	<input checked="" type="radio"/> English
	<input type="radio"/> French
	<input type="radio"/> Local
	<a href="#">Click here to translate data collection pages in your local language.</a>
<b>Current data</b>	0 reports built, 0 surveys collected
<b>Clear data</b>	<a href="#">Delete reports so far designed.</a> <a href="#">Delete surveys so far collected</a>

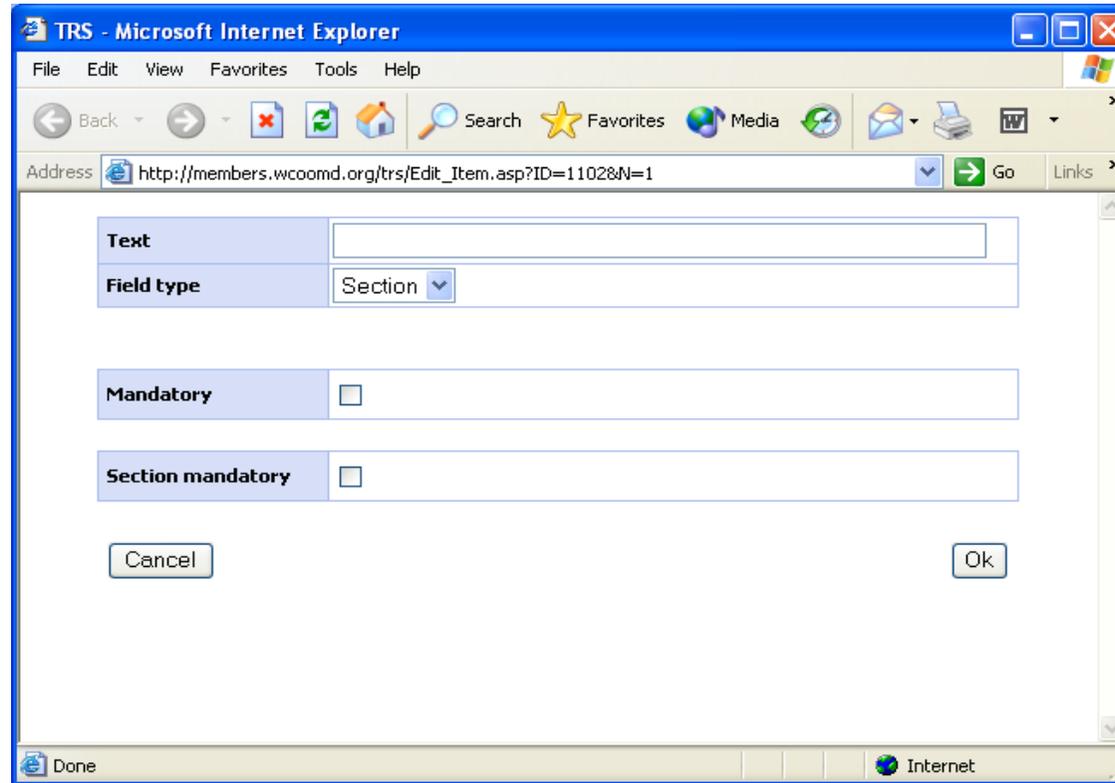
[Click here to add a new item](#)

Survey items

Edits not saved to db: 0

Use "Print Preview" to check a questionnaire

# Step 4: Create Questionnaire (Let's try)



The screenshot shows a Microsoft Internet Explorer browser window titled "TRS - Microsoft Internet Explorer". The address bar displays the URL "http://members.wcoomd.org/trs/Edit\_Item.asp?ID=1102&N=1". The main content area contains a form with the following fields:

<b>Text</b>	<input type="text"/>
<b>Field type</b>	Section <input type="button" value="v"/>
<b>Mandatory</b>	<input type="checkbox"/>
<b>Section mandatory</b>	<input type="checkbox"/>

At the bottom of the form, there are two buttons: "Cancel" on the left and "Ok" on the right. The browser's status bar at the bottom shows "Done" and "Internet".

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 <input type="checkbox"/> Customs Office B <input type="checkbox"/> Customs Office C <input type="checkbox"/>
2. ID number of Goods Declaration (*)	<input type="text"/>
3. Pre-Arrival Logement of Goods Declaration (*)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Physical Inspection (*)	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Intergention by Trade Related Agencies (*)	No <input type="checkbox"/> Quarantine <input type="checkbox"/> Food Sanitation <input type="checkbox"/> Ministry of Trade <input type="checkbox"/> Other Agencies <input type="checkbox"/>
Section B: Cargo Information	
6. Arrival of Goods (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
7. Unload (Storage) of Goods (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
8. Submission of Customs Declaration (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
9. Customs Permission (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min
10. Cargo removal from Customs Area (*)	<input type="text"/> day <input type="text"/> mth - <input type="text"/> hr <input type="text"/> min

# Step 4: Editing Questionnaire

The screenshot shows a web browser window titled "TRS - Microsoft Internet Explorer" with the address bar displaying "http://members.wcoomd.org/trs/Edit\_survey.asp?ID=727". The main content area is titled "Time Release Study - Survey administration" and shows the user name "Test administrator (Survey Administrator)" and the country "CAN".

Survey creation: 03/09/2007 11:32    Last update: 04/09/2007 15:43    [Preview data input](#) [Print Preview](#)

**Survey mode**

- Live data collection
- Testing phase
- Survey editable

**Reference**: WCO Example Questionnaire - 1

**Version**: 6

**Country**: Canada

**Title**: TRS User Manual Example Questionnaire

**Language**

- English
- French
- Local

**Survey items**

- 1. Name of Importer/Exporter
- 2. Client identification number
- 3. Type of transport documents (2)
- 4. Customs Office (4)

Two red boxes with arrows point to the "Move a question up or down" and "Delete a question" options in the survey items list.

**Move a question up or down**

**Delete a question**

# 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-Arrival 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-Arrival 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-Arrival 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-Arrival 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

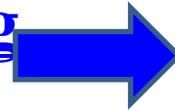
TRS Manual: Page [23-30](#)

# 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](http://www.wcoomd.org)



« Copyright © 2013 World Customs Organization. All rights reserved. Requests and inquiries concerning translation, reproduction and adaptation rights should be addressed to [copyright@wcoomd.org](mailto:copyright@wcoomd.org) ».

The screenshot displays the World Customs Organization (WCO) website. The header includes the WCO logo, the name in English and French, a language selector set to 'English', and navigation links for 'World Customs Organization', 'Contact Us', 'Home', 'FAQ', and 'Read More'. A search bar is located in the top right. Below the header is a blue navigation bar with links for 'ABOUT US', 'MEDIA', 'ONLINE SERVICES', 'TOPICS', and 'EVENTS', along with a 'SIGN IN' button. The main content area is titled 'INSTRUMENTS AND TOOLS' and features a breadcrumb trail: 'You are here: World Customs Organization > Topics > Procedures and Facilitation > Instruments and Tools'. A left-hand sidebar lists various categories: 'NOMENCLATURE AND CLASSIFICATION OF GOODS', 'VALUATION', 'ORIGIN', 'ENFORCEMENT AND COMPLIANCE', 'PROCEDURES AND FACILITATION', 'Resources', 'Partners', 'CAPACITY BUILDING', 'INTEGRITY', 'RESEARCH', and 'KEY ISSUES'. The 'PROCEDURES AND FACILITATION' category is expanded to show 'Overview', 'News', 'Activities and Programmes', 'Instruments and Tools', 'Conventions', 'Recommendations', and 'Tools'. The 'Instruments and Tools' sub-section is active, displaying three main areas: 'Conventions' (listing the Revised Kyoto Convention, ATA System, and Customs Convention on Containers), 'Recommendations' (describing instruments for harmonization), and 'Tools' (describing non-binding informal publications). Below this is a 'Highlights' section with six featured items: 'Revised Kyoto Convention', 'Time Release Study', 'SAFE Package', 'Globally Networked Customs Concept', 'Data Model', and 'Simple Windows'.