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Classification Tracking System

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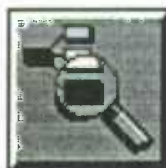
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Classification Tracking System

How to Obtain More Information

Inquiries about the *Classification Tracking System* or data-related questions should be directed to:

Marketing and Client Services Section
International Trade Division
Statistics Canada
Ottawa, Ontario Canada K1A 0T6
Telephone: 1-613-951-9647 or 1-800-294-5583
Facsimile: 1-613-951-0117 or 1-800-664-0055

or to the Statistics Canada Reference Centre in:

Halifax	(1-902-426-5331)	Regina	(1-306-780-5405)
Montréal	(1-514-283-5725)	Edmonton	(1-403-495-3027)
Ottawa	(1-613-951-8116)	Calgary	(1-403-292-6717)
Toronto	(1-416-973-6586)	Vancouver	(1-604-666-3691)
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Toll-free access is provided **for all users who reside outside the local dialing area** of any of the Regional Reference Centres.

National Enquiries Line	1-800-263-1136
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National Toll-free Order-only line (Canada and the United States)	1-800-267-6677



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Classification Tracking System

Introduction

The *CTS* is a quick research tool to keep you up-to-date with changes in the Harmonized System (HS) since its Canadian inception in 1988. The *CTS* may be used as an aid in classifying goods, for tracking goods internationally, or for research on historical classification of Canadian merchandise trade.

Features

A search can be done at any level of detail of HS codes by number, range or by key word. All the codes with their current description for Imports or Exports are listed to facilitate selection. Dialog boxes make query entry effortless; results build and display with the click of a toolbar button. The history of a code graphically represents changes since 1988 to current period in: code, description and unit of measure. Results may be exported to an ASCII file or printed in graphic and/or textual format. A query list may be saved for future reference. The context-sensitive Help feature displays on-screen information about the functions.

Conventions

All descriptions are limited to a maximum of 80 characters and words may appear abbreviated. For a complete list of the abbreviations please refer to the Help file Glossary. All unit of measure (UOM) definitions are displayed as a three character alphabetic code. Refer to Appendix B or the Help file Glossary for UOM abbreviations.

The start date of a code is the date when the code came into existence. New codes are created for new commodities, or modifications in the numeric code, description (contents) or unit of measure. No codes began before January 1, 1988, when the Harmonized System of classification was introduced in Canada. The end date of a code is the date when the code ceased to exist, either due to a change in numeric code, description (contents) or unit of measure. HS codes which are still active have the end date 999999 to represent the year and month.

The *CTS* allows you to track the historical changes undergone in either the HS classification or the UOM. Simply clicking on the History type toolbar button toggles between these two types, instantly changing the display to reflect the desired history type.

The Trade type refers to either import or export classification. In the Harmonized System the HS-2 to HS-6 digit level codes and definitions are common between imports and exports; however, the HS-8 codes are for exports only; and the HS-10 classification is for imports only. The Outline entry tab sheet (refer to the section in this document) contains a complete list of the HS-2 to HS-10 classification for either imports or exports.



Classification Tracking System

Hardware Requirements

Easy-to-follow software installation instructions are included for access directly from the CD-ROM; for copying to one work station; or for transfer to a local area network. Requirements include:

- IBM compatible microcomputer using a 486/33 or higher microprocessor
- Windows 3.1 or higher, Windows 95 or Windows NT
- minimum of 8 megabytes of RAM
- CD-ROM reader
- a minimum of 7 megabytes of hard disk space for the CD-ROM setup
- a minimum of 65 megabytes of hard disk space for the hard drive (complete) setup

Installation Information

The following installation procedures detail how to set up the *Classification Tracking System*. The *CTS* may be installed for access from either a CD-ROM work station (requiring 7MB of hard disk space) or copied in its entirety to a hard drive (requiring 65MB of hard disk space).

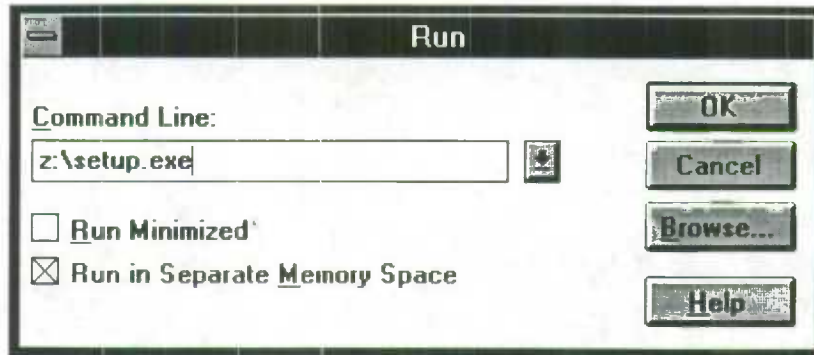
Also provided is the WindowsTM ODBC driver which will be installed in the Windows directory on your hard drive. If your current configuration already includes this driver a backup 'odbc.ini' file will be created for you.

For access on a local area network, the entire contents of the CD-ROM must be copied to a sharename. From each work station, users must install the *CTS* using the CD-ROM setup installation. This will ensure that each work station contains the ODBC drivers in its windows system directory which are installed during the CD-ROM setup.

Installation Procedures

To set up the *CTS* for the first time:

1. Start your Windows operating system. Close any open applications except the Program Manager.
2. Insert the CD into your CD-ROM drive.
3. Select the Run command from the File menu in the Program Manager.
4. In the Run dialog box, type **z:\setup.exe** where z is the letter of your CD-ROM drive.
5. Click on the OK button.



Follow the instructions displayed on the screens:

1. Select the type of installation you wish to set up by clicking on either CD-ROM setup or Hard drive setup. Type in the destination path (drive letter and directory) where you wish *CTS* to be installed if you prefer a different location than the default 'c:\cts'. Click on the Install button to begin copying the files.

See Figures i and ii



Figure i - Step 1

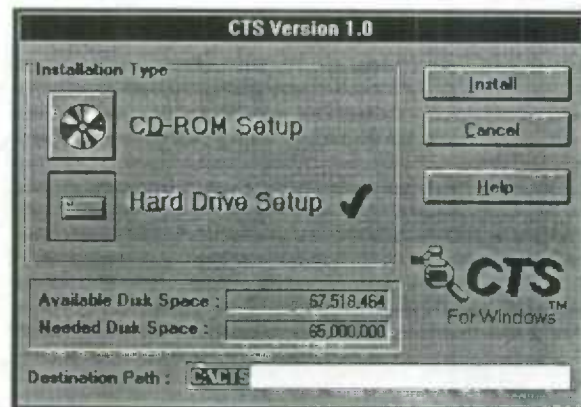


Figure ii - Step 1

Installation Procedures

2. The Microsoft ODBC Setup window appears. Click on the Continue button. See Figure iii
3. Select the Microsoft Access Driver (the first one displayed in the list) by clicking on it. Click on the OK button. Wait while the driver files are being copied. See Figure iv
4. If the installation procedure detects the existence of ODBC drivers already installed on your system, the compatibility conversion window displays. Choose OK to convert the drivers to Pack 2.0 or Cancel to maintain your current Pack version. In either case the CTS will function correctly. See Figure v
5. The Data Sources window displays. Click on Close. See Figure vi



Figure iii - Step 2

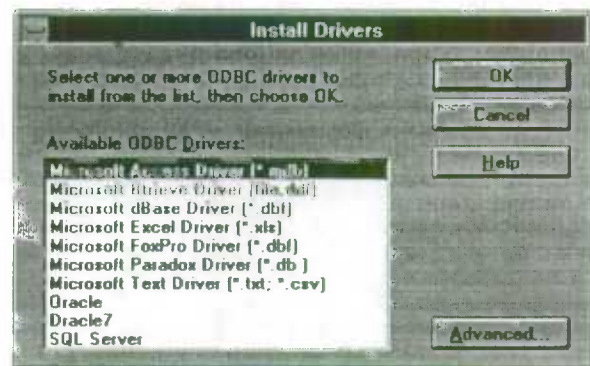


Figure iv - Step 3

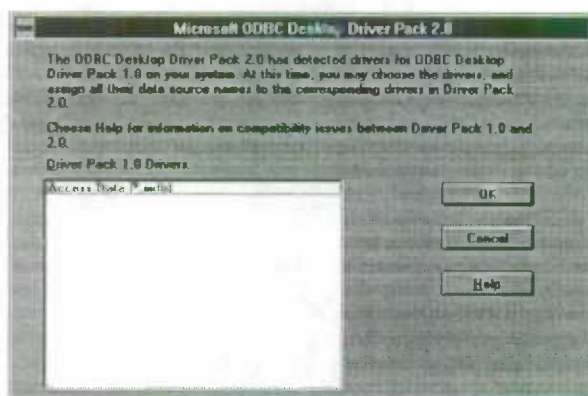


Figure v - Step 4

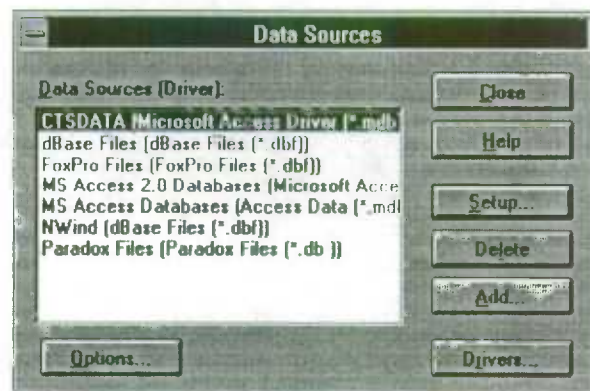


Figure vi - Step 5

Installation Procedures

6. The Microsoft ODBC Setup window displays to confirm successful installation of the drivers.

See Figure vii

7. The CTS Setup window displays to confirm successful installation of the CTS.

See Figure viii

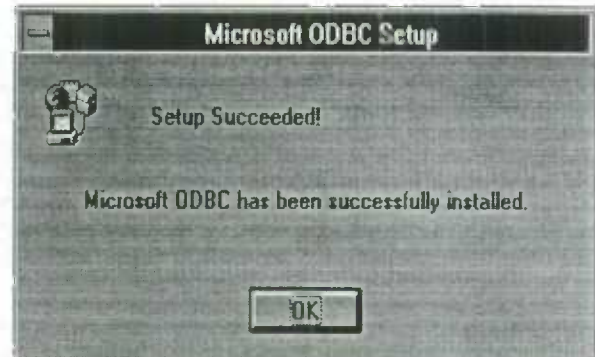


Figure vii - Step 6

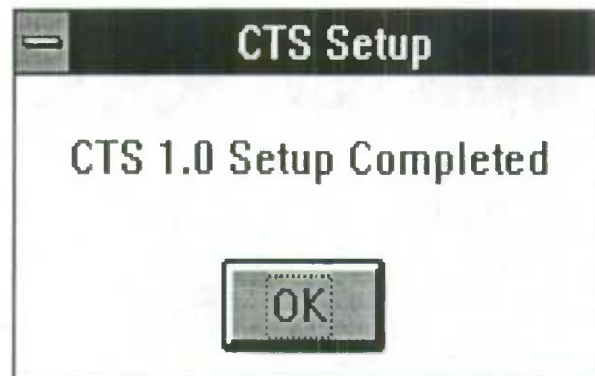


Figure viii - Step 7

How to Use the *Classification Tracking System*

Starting the CTS

Successful installation of the *CTS* will result in the creation of two groups which display in Program Manager as follows.



To open the *CTS*, move the mouse pointer over the CTS/SDC icon displayed in Program Manager and double click. Click once on the English language choice button. Read the *CTS* Licence Agreement and, if you agree with the terms, click once on the Yes button.

The *CTS* displays the abbreviated menu bar (containing File and View pull-down menus) and the toolbar with the New, Open and Help buttons available. (Toolbar buttons and commands in the pull-down menus which appear dimmed are not available for selection at this time.) A status bar at the bottom of the screen will display messages describing the button where the mouse pointer is positioned.



Creating a New Query

Create a new query by selecting the File menu and the New command, or click on the New button on the toolbar. A more complete menu bar is now available. A new untitled Query list dialog box displays. The Entry toolbar button now becomes available for selection.

See Figure ix

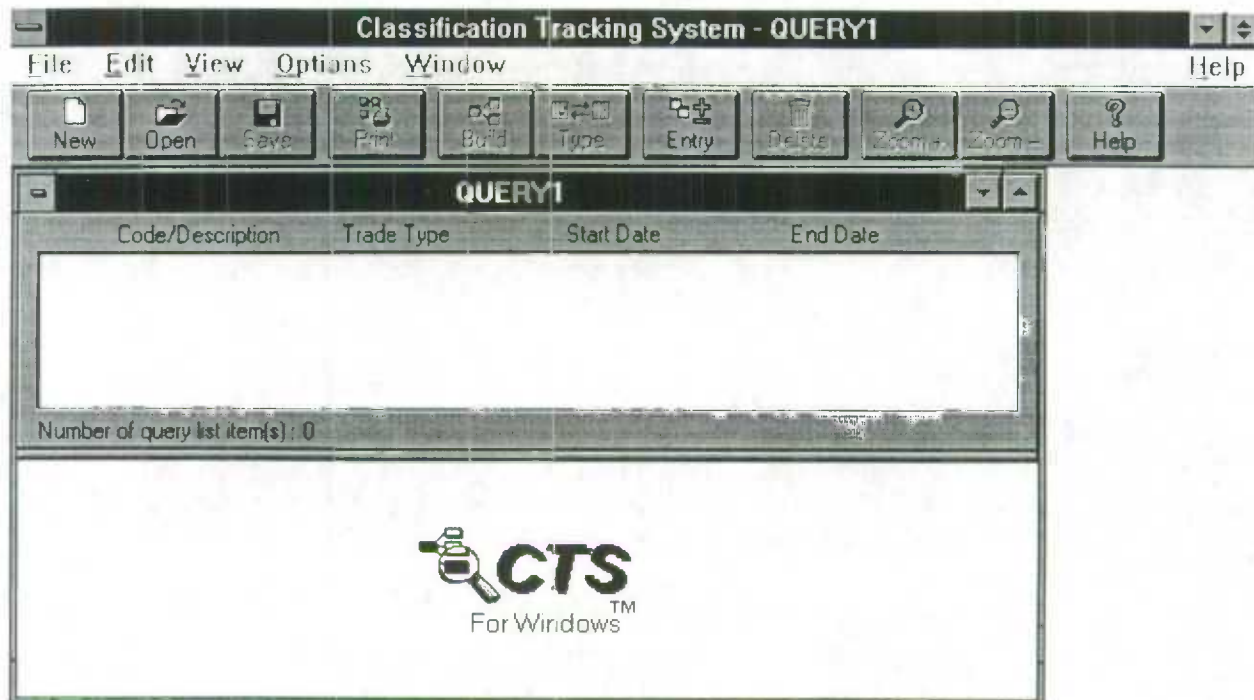


Figure ix

How to Use the System Options

The system options command is a context-sensitive feature which allows you to modify settings that control specific selection criteria for a new query. Those settings not applicable for the current display will appear dimmed in the System options dialog box. It is recommended that the first step when starting a new query be to set the options.

The System options dialog box is accessible in two places:

- click once on the Options menu in the menu bar found at the top of the screen, or
- click once on the Options button found in any of the Entry tab sheets (Manual entry; Keyword entry; Outline entry).

See Figure x

The System options dialog box modifies settings that control the following context categories:

- Menu bar options:
 - ◊ History type: choose to display the history by either HS or by UOM (unit of measure)
 - ◊ Default entry tab: choose which entry tab sheet becomes the default to display initially in the entry dialog box command (either manual, keyword or outline).
- Manual Entry tab sheet options:
 - ◊ Manual entry and Keyword entry data scope: limit the display to the desired levels of HS-2 to HS-10 matching with either Import; Export or both if applicable;
- Keyword Entry tab sheet options:
 - ◊ Manual entry and Keyword entry data scope: limit the display to the desired levels of HS-2 to HS-10 matching with either Import; Export or both if applicable;
 - ◊ Keyword, match whole word only: if selected with an 'x' in the checkbox, the keyword search finds the complete word as entered, rather than as part of another word
- Outline Entry tab sheet options:
 - ◊ Outline trade type: choose to display either imports or exports in the outline list

Click on the OK button to accept the options as selected and close the System options dialog box.

Setting the System Options for a New Query

Let's start by setting the options for our first sample query. Click once on the Options menu bar to display the System options dialog box. The only two options currently available for selection are History type and Default entry tab. Click on the History type to select By HS and the Default entry tab to be Manual. See Figure x Click on the OK button to close the System options dialog box.

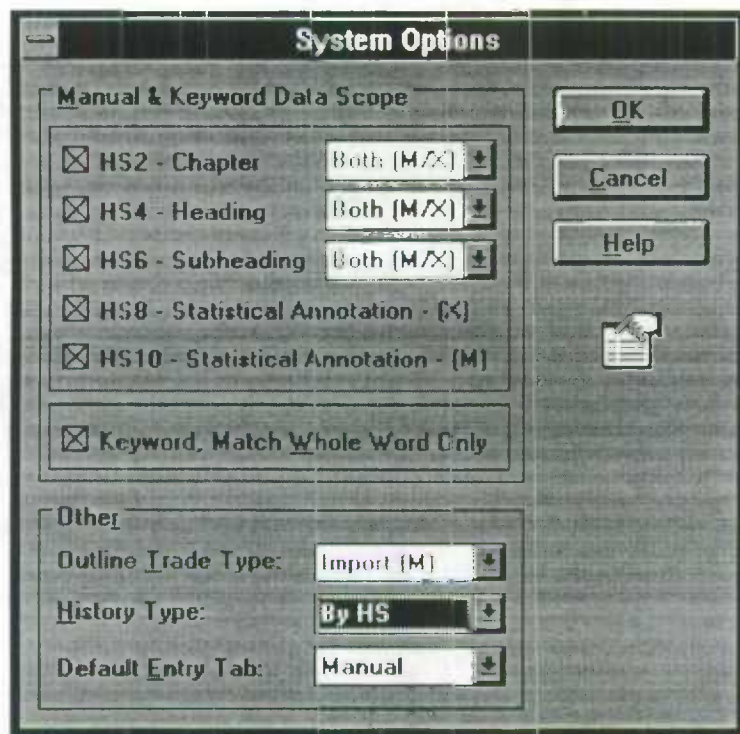


Figure x

Three Methods of Creating a New Query

Click on the Entry toolbar button to display the Entry dialog box. A query is formed by selecting codes from this dialog box and transferring them into the Query list dialog box. It contains three different tab sheets for the three methods of creating a query: Manual entry is the preferred method if the user knows the exact HS code; Keyword entry is the keyword search method for finding the HS code; and Outline entry is a complete up-to-date displayed list of all HS codes with corresponding description, trade type (imports or exports), start date and end date. Any of these methods, or a combination of them, may be used to select the query list.

Sample Manual Entry Query

If not currently displayed, click on the Manual entry tab to display the Manual entry tab sheet. *See Figure xi* The selection of a code is made through manual input by typing the desired code in the HS code boxes available.

Setting the System Options for a Manual Entry Query

The scope of the manual entry must be pre-defined in the Options feature to delimit the selection according to the desired criteria. For more information please refer to the section in this guide on *How to Use the System Options*. If a particular HS code level box is dimmed in the Manual entry tab sheet, click on the Options button to redefine the scope for selection.

Example Query

In our example, let's create a query for the ten digit HS code 0702.00.10.00. From the Manual entry tab sheet, click once on the Options button. The System options dialog box displays. Since we only want a 10-digit code, ensure that only the checkbox for HS-10 data scope contains an 'x'. Click on the OK button.

Now at the Manual entry tab sheet we can type in the code 0702.00.10.00 in the appropriate boxes.

The Code Only checkbox displays an 'x' to show that the exact code at the level as entered will be selected. Leaving the checkbox blank will specify that code as well as all further detailed levels of that code for selection.

If you wish to remove all the codes typed in the HS Code box, click on the Clear button.

Specify either the start date or end date (if known). End dates that are still active are displayed as 999999 (year and numeric month). If you know the reference date for the specified code and wish further information for that time period, specify the start date and/or the end date.

In our example, we will not make any changes to the date, so the system defaults of All years and All months for both Start date and End date are acceptable.

Click on the Add button to display the typed code in the selection box. You may continue typing and adding codes into the selection box at this point.

Information presented in the Selected codes box includes the HS code, trade type, start date and end date. A red displaying checkmark denotes that these codes are selected for you for transfer into the Query list. A green graphic box shows at a glance that the code has undergone modifications and as such has history of the designated type (either HS or UOM). A blue graphic shows at a glance that the code has not undergone any changes and therefore has no history of the designated type.

Any codes you highlight within the selection box may be removed by clicking on the Unselect button. To remove all codes from the Selected codes box, click on the Unselect All button.

When satisfied with the selected codes as displayed, click on the Transfer button to bring them to the Query list window.

The screenshot shows the 'Entry Dialog' window with the 'Manual Entry' tab selected. The 'HS Code' section has five input fields (HS2, HS4, HS6, HS8, HS10) and a checked 'Code Only' checkbox. The 'Dates' section has 'Start' selected, with 'Year' set to 'All Years' and 'Month' set to 'All Months'. The 'Add' button is highlighted. The 'Selected Code(s)' box shows the code '0702.00.10.00' with a red checkmark, the dates '1988-01 1995-12', and the trade type 'Import (M)'. The 'Transfer -->' button is also highlighted.

Figure xi

Type in the ten digit HS code 0702.00.10.00

Then, click on the Add button to display the typed code in the Selected code box.

How to Build and Display the History of Your Query

After clicking on the Transfer button in the Entry dialog box; the selected codes display as items in the Query list window. *See Figure xii*

The Query list contains the following information on each selected item: code, description, trade type (imports - M; exports - X), start date and end date. The CTS logo to the left of a selected item displays in colour, denoting that the code has undergone changes and as such has history. When the logo displays in grey tones the code has not been modified.

The history type, as delimited in Options, is listed under the logo as either HS or UOM.

In our example, click on the Type button in the toolbar to switch to UOM as the History type. Note that the CTS logo is now displayed in grey tones and therefore has no UOM history. Click once again on the Type button to switch to HS as the History type.

The Delete button on the toolbar deletes the selected item from the Query list. This removes the item and its corresponding displayed history (if applicable) from the screen. This command is not able to be undone. To add a deleted code from the Query list, the code must be selected again from any entry tab sheet in the Entry dialog box.

One of the selected items at a time from the Query list may be chosen for display in the History view. Place the mouse pointer over one item to build and display the history view by doing **one** of the following:

- double click or
- click on the item from the Query list then on the Build history view button found on the toolbar or
- click on the item from the Query list then move the mouse pointer to pull down the Edit menu and click on Build History view command or
- click on the item from the Query list and then use the keyboard shortcut Ctrl+H

The displayed History view is a graphic representation of changes the selected item has undergone. It graphically and textually represents the modifications, if any, the code has undergone through time. The graphic box which appears as coloured in the History view designates the selected item from the query list.

To zoom the History view for better readability, click on the Zoom + button on the toolbar once or several times. Zoom out - for a more complete graphical display. The query list window and the history view window are divided by a border splitter which may be dragged using the mouse to reshape or resize these windows.

An arrow in the graphic box in the History view for HS History type signifies that more than one UOM has changed. If the upper right corner is blank then that code has no UOM. Abbreviations are used to identify the units of measure and are represented by three alphabetical characters. For a complete list of the UOM abbreviations refer to Appendix B or the Help function Glossary.

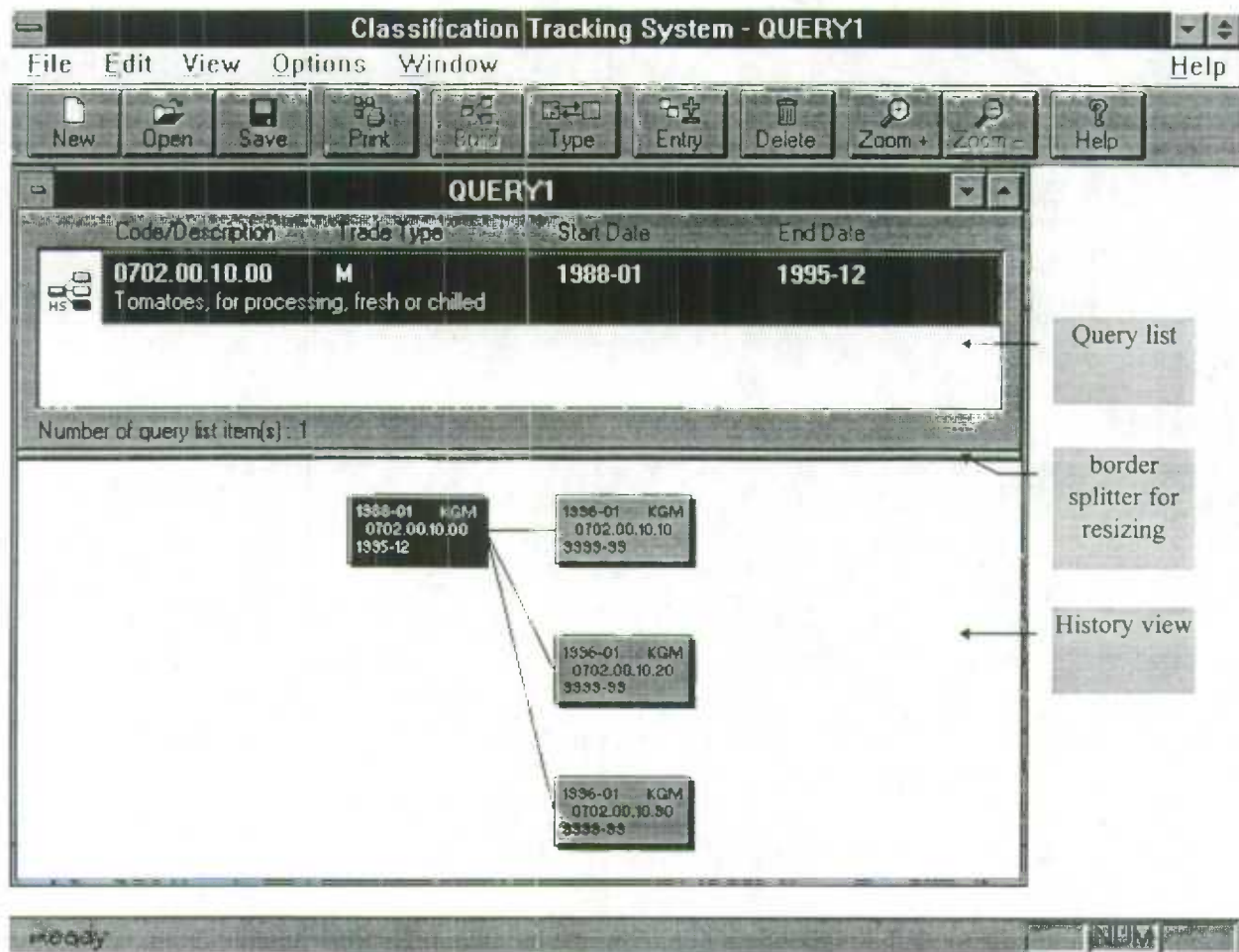


Figure xii

Selected HS Code Information Box

A single click of the mouse button on any displayed graphic box in the History view will automatically display the Selected HS code information box. This information box contains further details on the HS code including: description, trade type, unit of measure, start date and end date. The Transfer to query list button will display if the selected code is not currently an item in the query list. This results in that code being added to the query list in order to build its history view, especially practical when a code has undergone changes in unit of measure and thus displays an arrow rather than a UOM. Click on the Close button in the Selected HS code information box to return to the History view.

History Lines

The complete history of a code is displayed in the History view. The code 0702.00.10.00 clearly shows that its contents were split into 0702.00.10.10, 0702.00.10.20, and 0702.10.10.90 as of 1996-01. For further clarification of the direct history link of a selected code, click once with the **right** mouse button on any displayed graphic box. The history lines between the codes identify the direct relationship through history.

In our example, click once on the right mouse button over the graphic box code 0702.00.10.20. The history line shows that this code was previously classified in 0702.00.10.00. Click once anywhere (not in a graphic box) in the History view window to redisplay the complete history lines.

How to Print the History View

The selected history view may be printed in a pre-formatted textual and graphic report. The Print history view command will appear dimmed in the menu bar and the toolbar and will not be available until the History view has been built and displayed.

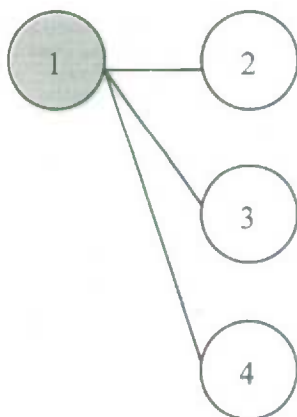
First set up the printer or the options by pulling down the File menu and clicking on the Print setup command. This displays your system's Control panel Print manager where you may select a printer and a printer connection.

To print the history view do **one** of the following:

- pull down the File menu and click on the Print history view command or
- click on the Print button on the toolbar or
- use the keyboard shortcut Ctrl+P

The printed report contains a title page listing the selected HS code, the start date and end date, and a graphic containing sequentially number coded circles representing the complete history lines as found in the History view. Second and subsequent pages of the report textually describe each coded circle for: HS code, start date, end date, trade type, UOM and description. See the following pages for the printed report of our sample query 0702.00.10.00

Classification Tracking System Page : 1
HS History for the code : 0702.00.10.00 (1988-01 / 1995-12)



HS History for the code : 0702.00.10.00 (1988-01 / 1995-12)

Graph Code : 1
HS Code : 0702.00.10.00
Start Date : 1988-01
End Date : 1995-12
Trade Type : M
UOM : KGM
Description : Tomatoes, for processing, fresh or chilled

Graph Code : 2
HS Code : 0702.00.10.10
Start Date : 1996-01
End Date : 9999-99
Trade Type : M
UOM : KGM
Description : Tomatoes, Cherry, for processing, fresh or chilled

Graph Code : 3
HS Code : 0702.00.10.20
Start Date : 1996-01
End Date : 9999-99
Trade Type : M
UOM : KGM
Description : Tomatoes, Roma, for processing, fresh or chilled

Graph Code : 4
HS Code : 0702.00.10.90
Start Date : 1996-01
End Date : 9999-99
Trade Type : M
UOM : KGM
Description : Tomatoes, nes, for processing, fresh or chilled

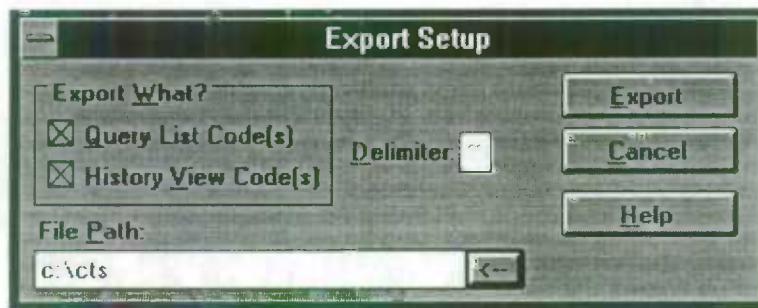
How to Export the Contents to a File

The contents of the Query list, the History view or both may be exported to a delimited ASCII file for manipulation in another program. The Export command exports the following information fields: HS code, start date, end date, unit of measure, trade type and English description. The fields are saved in a pre-formatted variable length alphanumeric delimited file with a specific record layout. Refer to Appendix A or the Help file Glossary for the record layout.

With the Query list and the History view displayed, move the mouse pointer to pull down the File menu and click on the Export command. The Export setup dialog box displays. Select the checkbox with an 'x' to export the contents of either the query list or the history view or both. (If the History view has not been displayed this feature will appear dimmed and will not be available until you build the History view.) The delimiter is the character you choose to separate the fields in the ASCII file. Type any character in the delimiter box. The recommended delimiter character is the tilde ('~') as it is not a character found in the information you are exporting. Type the complete path (drive, directory and filename) in the empty box or click on the arrow button to display other available drives. Click on the Export button to accept the choices in the Export setup dialog box and create the ASCII file.

If the contents of both the Query list and the History view were selected to be exported, a message line in the file separates the Query list information from the History view information: "This is a break between Query List & History List Export Printout".

This file is saved with the extension '.TXT' and may be imported (opened) into any software capable of reading a delimited ASCII (text) file.



How to Save Your Active Query List

You may wish to save the query list for future retrieval. With the active query displaying in the Query list do **one** of the following:

- move the mouse pointer to pull down the File menu and click on Save as command or
- click on the Save button on the toolbar. If the query has not been saved previously the Save as dialog box will appear.

In the Save as dialog box, specify the filename, drive and directory of the active query to be saved. The filename has the default extension .CTS.

How to Open a Saved Query List

To open a query list previously saved, do **one** of the following:

- move the mouse pointer to pull down the File menu and click on Open command or
- move the mouse pointer to pull down the File menu and click on one name in the list of the last three opened queries or
- click on the Open button on the toolbar or
- use the keyboard shortcut Ctrl+O

From the File open dialog box, select or type the path (drive letter and directory) and name of the file you want to open. By default, all CTS files are stored with the extension .CTS. Click on the OK button to execute.

More than one query window may be open at a time, if desired, by using the Open command or the New command.

How to Close the Query List and History View Window

The Window menu Cascade command resizes and layers to overlap open windows for ease of desktop organization, and the Tile command resizes and arranges the open windows to fit next to each other. Click on the title bar of any query window to make that one the active query. Alternatively, select the query name from the list of open queries from the Window menu.

To close the active query window do **one** of the following:

- double click on the control menu box found in the upper left corner of the active window or
- move the mouse pointer to pull down the File menu and click on the Close command.

If several Query windows are open, only the active Query window will close. If the query list has been modified or not saved you will be prompted to save the query list.

The File menu command New (or clicking on the New button in the toolbar) will not close any open windows, however, the new untitled query will become the active query.

Sample Keyword Entry Query

Create a new query by selecting the File menu and the New command, or click on the New button on the toolbar. This will display a new untitled Query list dialog box. The Entry toolbar button now becomes available for selection.

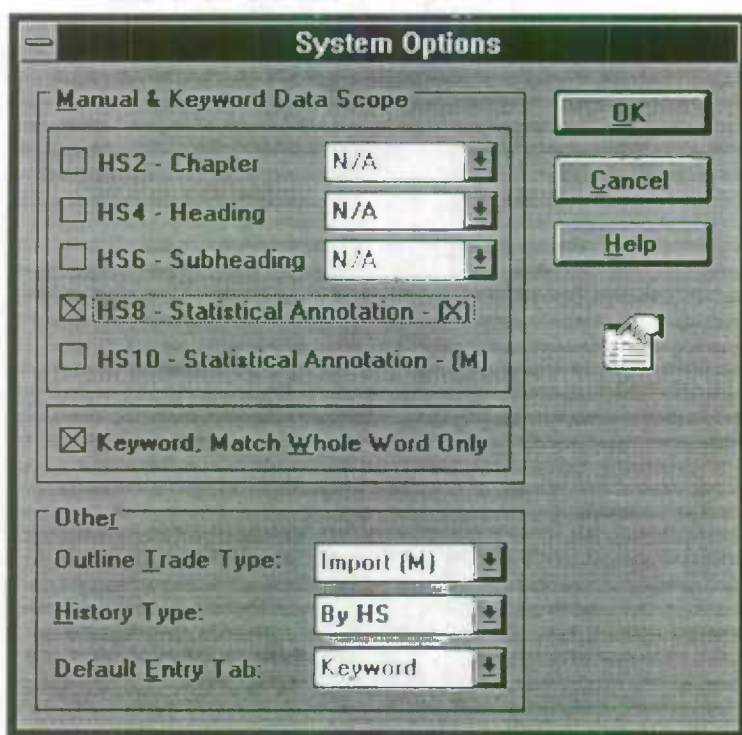
Click on the Entry toolbar button to display the Entry dialog box. If not currently displayed, click on the Keyword entry tab to display the Keyword entry tab sheet. The selection of a code or codes is made through an alphabetic search and is very useful if you are unfamiliar with the specific HS code(s) desired.

It is important to enter specific words common to the HS classification system. No wildcard characters or punctuation may be used. Words in the classification which appear abbreviated in the displayed definition will not be treated as complete words in the search string. Refer to the Help file Glossary for the list of current abbreviations.

Setting the System Options for a Keyword Entry Query

The scope of a particular keyword search must be pre-defined in the Options feature to delimit the selection according to the desired criteria. For more information please refer to the section in this guide on *How to Use the System Options*.

In our sample, let's say we wish to query the HS history for exports of iron wire (at the HS-8 digit level only). Begin by clicking on the Options button. This now displays the System options dialog box. See Figure xiii Ensure the checkbox displays an 'x' in the option "Keyword, Match Whole Word Only" and the HS code checkbox displays an 'x' at the HS-8 level only. Click on the OK button to accept these options.



To perform a wildcard search, use the Options feature 'Keyword, match whole word'. Do not place an 'x' in the checkbox. Leaving the checkbox blank will allow your specification string to be found as part of another word.

For example, entering 'FISH' and checking the 'Keyword, match whole word only' option will display only those codes with definitions matching the exact word "fish" only. On the other hand, leaving the checkbox blank will display words containing "fish", "fishing" and "fish-hooks".

Figure xiii

Example Query

In our sample, type the words 'wire' and 'iron' in the keyword box. With the options specified as above, only the 8-digit HS exports for codes containing both exact words "wire" and "iron" in any order within the description will be brought to the keyword selection list. Click on the Search button. The corresponding codes with their descriptions, trade type, start date and end date will display in the selection list. The number of items retrieved is listed for you. A green graphic beside the code denotes that the code has history; a blue graphic means the code has not undergone any changes.

At this time, if you desire to do another keyword search, you may choose to clear the selection list. Otherwise, all the newly retrieved records will be added to the selection list currently displaying.

If you wish to transfer all the displayed codes to the Query list, click on the Select all button. To choose certain codes only, scroll to the first desired record to highlight and then click on the Select button. Continue scrolling and selecting as desired. Notice the red checkmark denotes which items are now selected ready for transfer to the Query list window.

In our sample, we will select only those codes that have history. Cursor or scroll with the mouse pointer to highlight the first record which displays a green graphic. Click on the Select button. Note the red checkmark appears. Continuing scrolling and clicking on the Select button until all desired codes have been selected. *See Figure xiv*

When satisfied with the selected codes as displayed, click on the Transfer button to bring them to the Query list window.

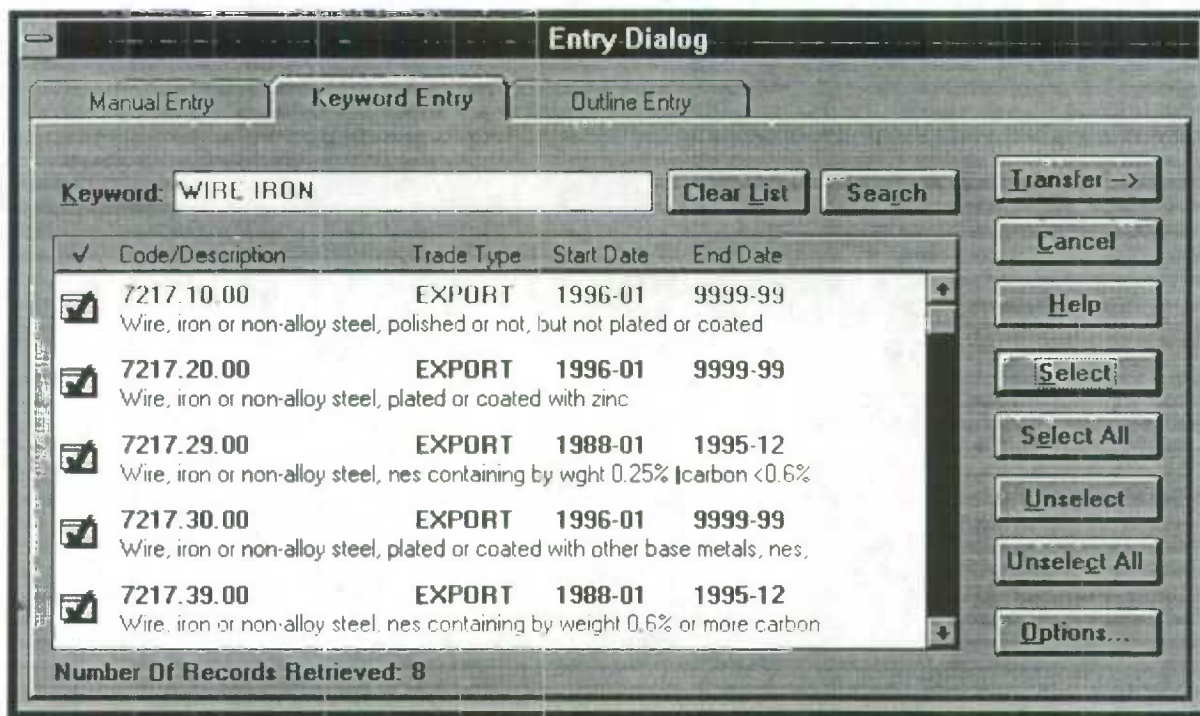


Figure xiv

Sample Outline Entry Query

Create a new query by selecting the File menu and the New command, or click on the New button on the toolbar. This will display a new untitled Query list dialog box. The Entry toolbar button now becomes available for selection.

Click on the Entry toolbar button to display the Entry dialog box. If not currently displayed, click on the Outline entry tab to display the Outline entry tab sheet. All the HS code levels with descriptions for either Imports or Exports are listed to facilitate selection.

Setting the System Options for an Outline Entry Query

You may choose which list displays (imports or exports) in the Entry dialog box by clicking on the Options button and the Outline trade type. Click on the OK button.

A green graphic box shows at a glance that the code has undergone modifications and as such has history. A blue graphic shows at a glance that the code has not undergone any changes and therefore has no history.

Further detail levels may be accessed for selection by double clicking on the item highlighted in the Outline entry. For example, if the screen displays two digit codes, double clicking on a highlighted code will display the four digit codes for that particular item. Click on the Up one level button to display the codes one level less detailed (more aggregated) of all the codes in the window; click on the Top level button to display the two-digit level of all the codes in the window. In a case where the same code displays in the outline entry more than once, either code may be highlighted for information at further detail levels (the display will be the same for both).

Example

In our sample, let's say we wish to find any changes in the HS classification of imports of decaffeinated coffee (we know coffee is in heading 2101). From the Outline entry tab sheet, click on the Options button and select Imports as the outline trade type and HS as the history type. Click on the OK button to accept these options.

Scroll down the list of displayed HS-2 codes to the displayed codes for Chapter 21. Double click on this entry to display the HS-4 headings. We note that the graphic box for heading 2101 is blue, so the heading level has not undergone changes, and that the end date is 999999 so the heading still exists. Double click on 2101 to display the HS-6 subheadings. Here the graphic displays as green. We also note that the code 2101.10 ended and 2101.11 and 2101.12 started with new definitions. Double click on the code 2101.10 to read definitional changes at the HS-10 imports level. Let's select those codes relating to decaffeinated coffee by clicking once to highlight each and click on the Select button for each. Click on the Up one level button to display the subheading and select the new codes (2101.11 and 2101.12) by clicking once to highlight each and once on the Select button. *See Figure xv* The inverted triangle indicates that a code at a further detailed level below the displayed code has been selected. Click on the Transfer button to bring all the selected items to the Query list. In the Query list, click once on the first displayed code. Click on the History view button to build and display the history of this code. *See Figure xvi* Click once on one of the displayed graphic boxes to display the Selected HS code information window for more information. Double click on another code in the Query list to display its history.

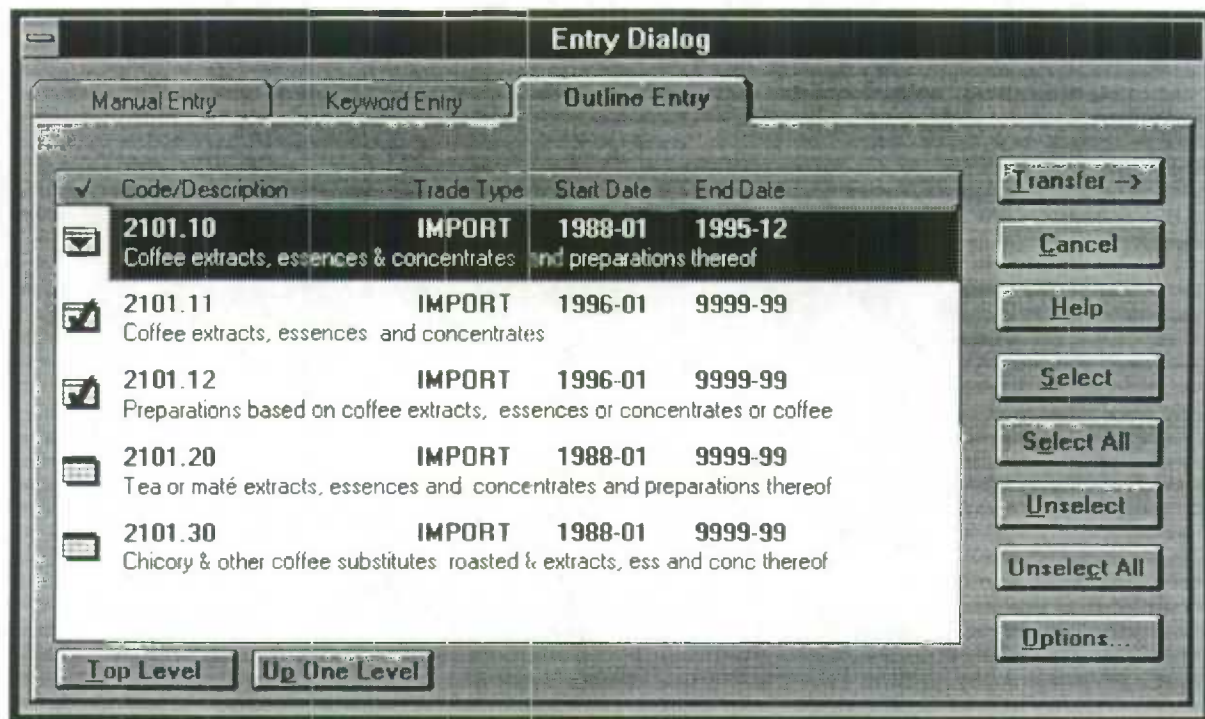


Figure xv

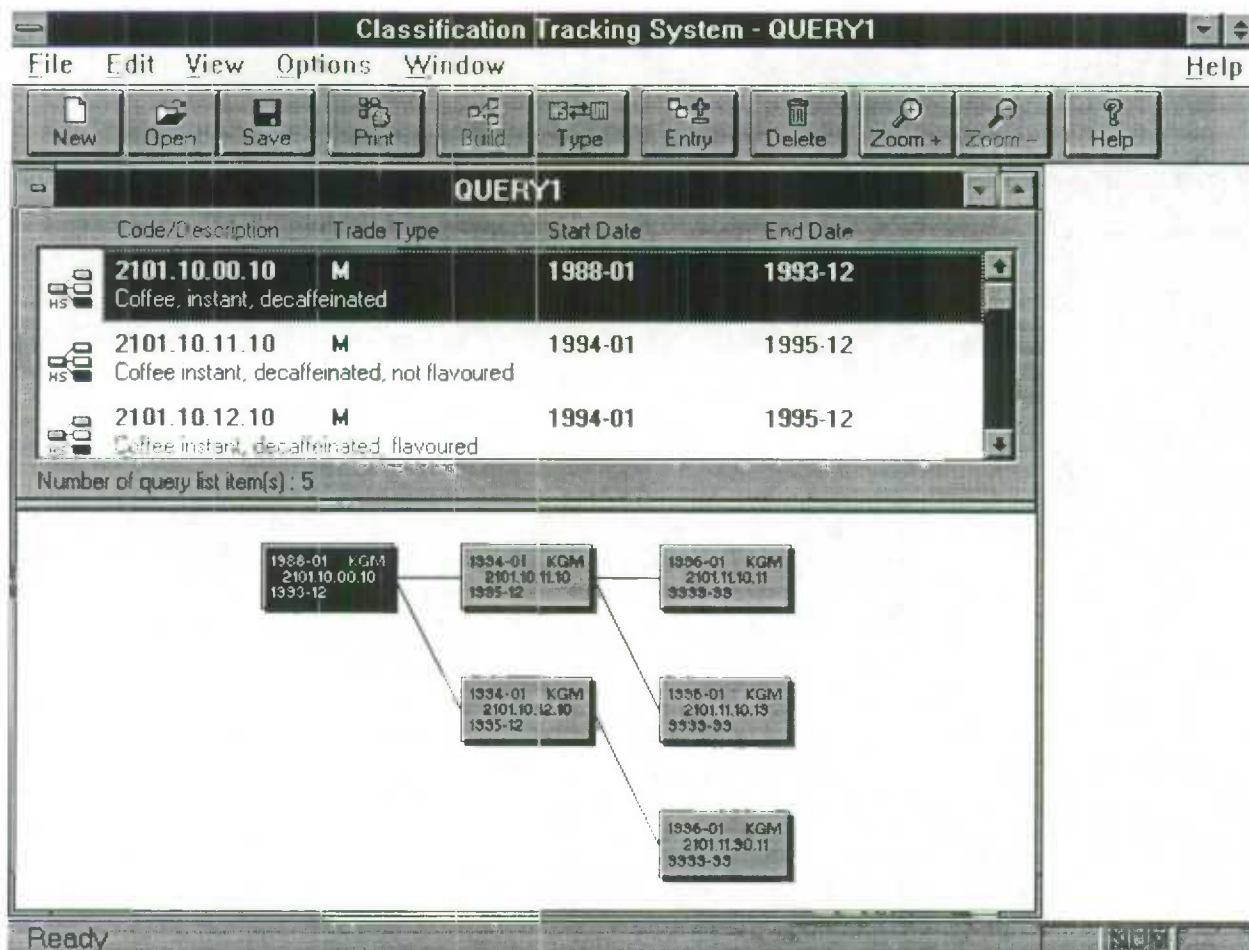


Figure xvi

How to Exit the CTS

Move the mouse pointer to pull down the File menu and click on the Exit command. If a new or modified Query list exists but has not been saved, *CTS* will ask if you wish to save it before exiting.

APPENDICES

Appendix A - Record Layout of the Export File

The record layout of the pre-formatted variable length alphanumeric delimited exported file is as follows:

FIELD	WIDTH
HS code	10 maximum
delimiter	1
Start date	6
delimiter	1
End date	6
delimiter	1
Unit of measure.....	3
delimiter	1
Trade type	1
delimiter	1
English description.....	80 maximum

Appendix B - Abbreviations for Unit of Measure

Abbreviations are used to identify the units of measure and are represented by three alphabetical characters.

ABBREVIATION	UNIT OF MEASURE
CCI.....	Curies
CMK	Square centimetre
CTM.....	Carat
DPR.....	Dozen pairs
DZN	Dozen
GRM	Gram
GRO	Gross
HLT.....	Hectolitre
KGM	Kilogram
KNS.....	Kilogram of named substance
KSD.....	Kilogram dry air
LTR.....	Litre
LPA	Litres of pure alcohol
MCI	Millicuries
MIL	Thousand
MTK.....	Square metre
MTQ.....	Cubic metre
MTR.....	Metre
MWH	Megawatt
NAP.....	Pack
NMB	Number
PAR.....	Pair
SET	Number of sets
TMQ.....	Thousand cubic metre
TNE.....	Metric tonne
TSD	Metric tonne air dry

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