

CHIEF GENERAL CONCEPTS USER GUIDE

Abstract

This guide gives general information on how to use the CHIEF IES user interface. It is addressed to both HMRC and Trade users.

Author: Pradeep Agarwal
Approved by: Jenny Arentsen
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Prepared for

HM Revenue and Customs
Alexander House
SOUTHEND-ON-SEA

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1. INTRODUCTION

1.1. Purpose and Scope

This guide provides general information on using the CHIEF IES user interface.

Before reading this guide, you should read the "Introduction To CHIEF IES User Guide" (Reference [1]). You should also have received the appropriate training which will introduce you to the concepts and facilities of CHIEF. Without this background you will find the other CHIEF user guides difficult to follow. You can find an index to these other guides in Reference [1].

You should note that this guide covers only the facilities which are available via the CHIEF user interface. If you wish to make use of facilities based on Electronic Data Interchange (EDI) you will need to consult the user guides provided by the terminal software suppliers.

1.2. Contents

Section 2 introduces the principles of security in CHIEF.

Section 3 gives information on the characteristics of the CHIEF user terminal.

Section 4 describes how you sign on and off the system.

Section 5 explains how information is maintained in data objects and presented in Documents of various types.

Sections 6 to 8 describe the basic procedures for transactions that you use in a session with CHIEF; how to make enquiries and control the display of Document data; and how to create, amend, and delete data.

Section 9 describes various common facilities of the system.

Section 10 gives information on the layout of batch printed reports produced by the system.

Section 11 describes the use of Training Mode.

Annex A lists the action messages and codes that you use to control work on a Document.

1.3. Conventions Used in This Guide

ddd	Lowercase characters in a command indicate a variable item: when using the command you must substitute an appropriate value.
[]	Open square brackets in a screen illustration indicate the limits of a field in which you can add or change data.
*****	Asterisks in a screen illustration indicate the extent of a field in which you cannot add or change data.
[]*****	Closed square brackets in a screen illustration indicate that further details of the item identified in the associated field are available via use of the 'downward select' feature to invoke a transaction related to the item.

END OF SECTION 1

2. BACKGROUND TO SYSTEM ACCESS AND SECURITY

Your system security manager is responsible for providing you with the authorisation to use CHIEF and the data necessary to establish your identity. If you are an HMRC user you identify your session to the system by means of a security badge code and a password, as described in Section 4. If you are a Trade user you should refer to the documentation for your Trade system to establish the details of how to gain access to CHIEF.

The following sections give a summary of the principles of security under which you and others use CHIEF.

2.1. User Locations and Roles

Certain details are needed to authorise you for access to CHIEF and establish an operating clearance for your session. The details are set up by your system security manager and are:

- The location from which you are authorised to get access to CHIEF; for example, a particular terminal or group of terminals at one site.
- Your role; that is a specific job in a particular organisation, identified by a unique name.

An individual may be assigned more than one location or role.

2.2. Access to Data and Functions

The location from which you use CHIEF determines for a session the options open to you:

- To choose a CHIEF facility; for example the CHIEF/IES (Import/Export) system.
- To choose a purpose for the session: either Operational (that is, normal working in which you make changes to the database) or Training (where you learn to use the system but your activities do not affect the normal database).

Within a session, for the chosen facility and purpose, the role determines:

- The specific data and functions available to you in order to do your job.

Note also that the system may present the same data differently to users whose organisations are defined as being in different domains; for example, Customs as opposed to Trade users.

- The circumstances in which other users may have access to data that you create or change.

For example, some data is maintained under a system known as Two-stage Release, where a clerk's work must be subject to confirmation by a supervisor.

END OF SECTION 2

3. THE CHIEF USER TERMINAL

This section describes the screen layout and how to use the keyboard of a CHIEF user terminal, or a terminal emulator running on a PC which is used to access CHIEF.

The way that CHIEF looks on your screen depends on the type of terminal you use, and how it has been set up. Illustrations and examples in this guide assume that the standard CHIEF terminal type is PC-compatible.

3.1. The Screen

This section analyses the 24-line screen area that you use to communicate with CHIEF. Other lines on the display may be used by your own system; for more information see your terminal user guide.

```

1 ]rrrrrrrrrrrr p[tttttttttttttttttttttttttttttttttttttt]ssssssssss dd/mm/yy hh:mm
2
3
4
5
6
7
8
9
10
11
12 Document Display Area
13
14
15
16
17
18
19
20
21
22
23 Reply Line
24 Action Line [ ]
    
```

The lines in this screen area are used as follows:

Line	Usage
1-2	The Command/status lines display information on the current user and transaction, and allow input of commands. The fields (represented in the illustration by single or repeated characters) function as follows: <ul style="list-style-type: none"> Role (r) Identifies the role in which you signed on to the system. Purpose (p) Indicates the purpose for which you signed on: Operational (O), or Training (T). Transaction command code or title (t) When unprotected, allows you to enter a primary command code with optional parameters, to start a transaction. During a transaction the field is protected and displays the transaction title. Service (s) Identifies the CHIEF service to which you are connected.

Date and time (dd/mm/yy hh:mm)	Specifies the date and time at which the system last updated the screen.
Page reference (x)	Provides a system-generated unique reference for the position of the current page within the document.

- 3-22 The Document display area displays all or part of your current working data, which is presented in the form of a Document. The display area forms a window which can be moved vertically through the Document; the information displayed in the window at any one time is called a page. This information may include contextual headers and footers indicating the current location within the Document, and also error or warning report messages if the system has found problems with the data on display.
- 23 The Reply line returns a summary reply message for each input you give, guiding you on the progress of the transaction. It is also used for the reporting of errors or warnings which apply at the transaction level. To make important reply line messages more prominent, they are highlighted.
- 24 The Action line during a transaction provides a field known as the Action box. Use it to enter a secondary command to continue or end the current transaction, or to start a related transaction. A list of the command options appears on the same line, and usually the Action box itself offers a command. Section 6.2 Transaction Phases explains how to use action codes.

The following non-modifiable characters may also appear on the screen:

- Field terminator characters [and] enclose unprotected fields; that is, fields in which you can type new information or overwrite to amend existing information. Any data that is not so enclosed is protected: it cannot be modified. Where a pair of terminators appears closed up [] preceding a protected field, this indicates that you can get access to further details of the item identified in that field by using downward selection as described in Section 7.4 Downward Selection. You can also use downward selection on certain unprotected fields.
- The cursor identifies the position on the screen at which the next character will appear in response to keyboard input. This is represented as a flashing underline symbol: _ .
- A Start of Message marker (SOM) identifies the point on the screen from which field data will be transmitted when you send your input to the system; see Section 3.2. The SOM position may be indicated by a vertical bar | which does not itself occupy a character position on the screen, or by an inverse video character in the position following the marker. The SOM is placed invisibly at the start of the first unprotected field in the area of the screen currently available to you for input.

3.1.1. Highlighting of Fields

Each screen display at your terminal consists of up to four types of information:

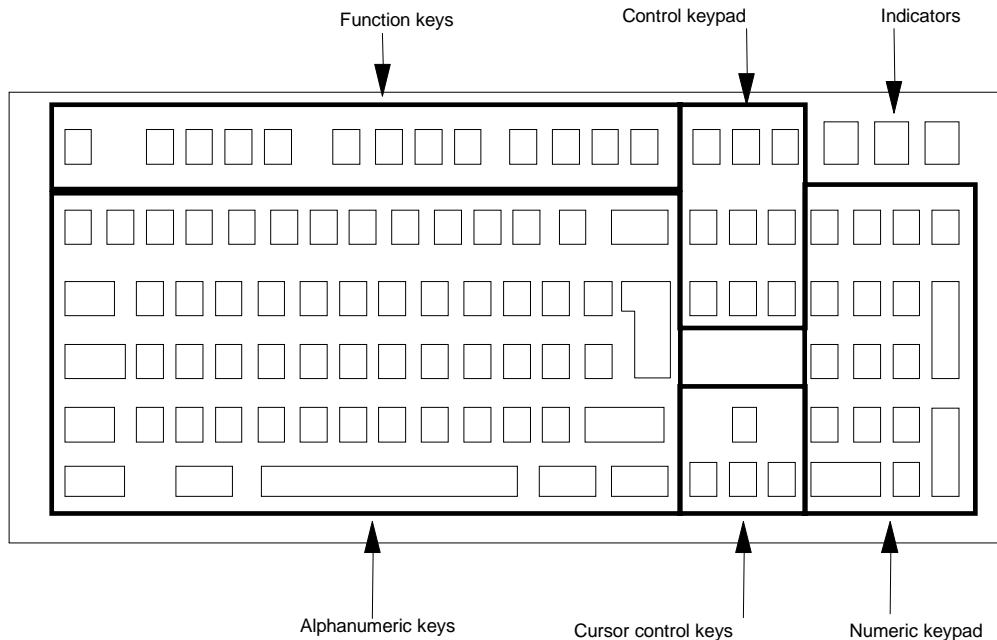
- a. Backdrop text, for example field titles.
- b. Output data, which is protected.
- c. Input data, which is unprotected.
- d. Data in error, which is unprotected.

The display screen normally has means of highlighting particular fields to indicate their characteristics; for example by using different brightness levels, flashing or inverted video modes, and/or colours.

See your terminal user guide for information on how each type of data is presented on your screen.

3.2. The Keyboard

This section assumes that your terminal has a standard PC/AT-style keyboard. The figure below shows an example layout in which the function keys are lined along the top edge; alternatively these keys may be grouped at the left-hand side.



The following sections describe the general use of keys in each group, for example to move the cursor or type data in fields on the screen. Typically you send this input to CHIEF in two steps:

- a. Move the cursor down the screen as necessary to include all unprotected field data in the message.
- b. Press the SEND key.

See your terminal user guide for information on the key or keys to use in each step.

The Refresh Screen action can be used at any time to refresh the screen display. See Annex A for information on action messages.

3.2.1. Alphanumeric Keypad

The alphanumeric keys include letter, numeric, punctuation, and space keys which function in a similar way to typewriter keys; and surrounding keys which provide special functions.

When a typewriter-like key is pressed the corresponding character appears on the screen at the current position of the cursor, and the cursor is immediately advanced. There are two important limitations:

- a. If the cursor is currently in an area of the screen that is protected, the character is not inserted and the cursor does not advance. Instead an audible alarm may be sounded.
- b. The method you use to move the cursor from one input field to the next depends on the setup of your local system and the terminal. Either you need to move the cursor yourself (for example, by using TAB) or movement is automatic when the current field is filled and you continue to type (a feature known as Auto-tab); or you may use a combination of the two methods.

CHIEF accepts the following input characters:

- Upper and lower case alphabetical characters: A to Z, a to z.
- Digits: 0 to 9.
- The space character and the following special characters:

. , - () / ' + : = ? ! " % & * ; < >

While the system accepts text input in either upper or lower case, where necessary it outputs the text in upper case only. The validation rules set up for each field determine whether input text is converted.

3.2.2. Numeric Keypad

You can input numbers using the keys on the alphanumeric keypad, but for intensive figure work it is easier to use the numeric keypad on the right-hand side of the keyboard.

The numeric keypad is laid out in the manner of a calculator. Provided that NUM LOCK is on (in which case its associated indicator will normally be lit), you can use it to input numbers and arithmetical symbols. Otherwise the keys are used for other purposes; in particular providing the same functions as the equivalent keys on the Control keypad and the cursor control keys.

3.2.3. Control Keypad

The keys of the Control keypad may be used for various purposes. See your terminal user guide for details of the functions of your keypad.

3.2.4. Cursor Control Keypad

The cursor control keys are used to move the cursor around the screen: one line up/down, or one character position left/right for each depression. The movement is not constrained by fields on the display screen: in particular, you can move the cursor to a position in which characters cannot be input.

3.2.5. Function Keys

The function keys may be set up by your local terminal software to provide a shortcut method of invoking particular facilities of CHIEF. For example, you may be able to input some of the action messages and codes listed in Annex A by using function keys, as an alternative to using the methods described in this guide. Also, each function key may have a different effect when pressed alone or in combination with SHIFT, CONTROL, or ALT.

See your terminal user guide for more information.

3.3. Badge Codes and Badge Readers

At the start of a session you identify yourself to CHIEF by entering a badge code and password which are personal to you. Section 4 gives more information on the sign-on procedure, but the method of entering the badge code depends on how the terminal that you use is equipped (for instance, a badge code may be contained in a physical badge which must be inserted into a reader on the terminal).

For details see your terminal user guide.

3.4. Audible Warnings

In particular circumstances CHIEF sounds a warning at the terminal. The warning may be a short beep, or a continuous sound that requires you to take action.

In particular, CHIEF uses an audible warning to reinforce its response to any of the following invalid actions:

- Short input message.
- Non-supported action message.
- Corrupt screen.
- Primary validation error.

END OF SECTION 3

4. STARTING AND ENDING A SESSION

This section is addressed to Customs users. It explains the basic procedures for signing on and off the system and for changing your password.

If you use a Direct Trader Input (DTI) system, you need to follow different procedures from those described here. See your DTI system documentation for information.

4.1. Signing on

This section describes the procedure by which Customs users sign on to CHIEF at the start of a session. The procedures for DTI users differ slightly as DTI systems have their own authentication procedures - these are described in the appropriate terminal User Guides.

First, ask your system security manager to supply the badge codes allocated to you. You can have up to five badge codes. A badge code may be contained in a physical badge, as explained in Section 3.3 Badge Codes and Badge Readers.

The manager should also give you the following information:

- a. The location of the terminal or terminals from which you can work.
- b. The names of the roles that you are authorised to use. For each role you need to know whether you are restricted to using it from particular locations, and/or for a particular purpose: that is, for operational use or exclusively for training use.
- c. What password has been assigned to you. Change this initial password when you first use it to sign on, as described below.
- d. How many attempts you can make to enter your password when signing on. Typically you are allowed three attempts.
- e. How many days the password is valid for.

See your terminal user guide for information on how to gain network access to the CHIEF service, using the badge code to identify yourself.

When you have gained network access, the Session Sign-on Parameter Screen appears as in the following example.

```

ROLE 1          SIGN ON FOR A NEW USER SESSION          CHIEF/IES  07/05/09 11:30
                                                    SIONDTLS:1

UNAUTHORISED USE IS AN OFFENCE PURSUANT TO THE COMPUTER MISUSE ACT 1990

Please enter your session details below

Role . . . . .[          ]

Purpose. . . . .[ ] O    - Operational
                  T    - Training
                  <blank> - Defined by the Role Integrity

Password . . . .[          ]

New Password . .[          ]

C10059 End of Document
AUTHENT                                                    [AUTH]
    
```

To sign on you must complete the fields Role, Purpose, and Password as required. If you fail every attempt to enter the password correctly you will be "locked out" from the system. Should this happen, contact your supervisor who will provide further assistance.

Note that if you are a DTI user you only have to enter a valid Role and Purpose to gain access to CHIEF as the DTI system will already have performed the necessary authentication process.

Role	Identify the role to use for the session; this must be one of the roles that you are authorised to use.
Purpose	Identify the purpose for the session; this must be one of the purposes available to you and your role. If only one purpose is available, you can leave this field blank.
Password	Enter your current password. For security reasons, when you type the password it does not appear on the screen.
New Password	Optional field allowing you to specify a new password to come into effect after this session. If your current password has been assigned by the system security manager, change it now. Note that if you have specified a new password it is this (rather than the old password) which comes into effect following a temporary sign off. The new password must be between 7 and 12 characters long, and can be most combinations of alphabetic and/or numeric characters. At least two characters must be numeric and at least two alphabetic. Note that certain passwords are deemed to be unacceptable and are not allowed by the system.

If you complete the New Password field or if your current password has expired, the next screen in the sign-on procedure requires you to complete the process of changing your password. See Section 4.2.

When you have completed the sign-on procedure, the Sign-on Confirmation Screen appears. This screen shows the reference code that the system has assigned to your session, and other details which relate to access security as described in Section 2.

```

ROLE 1      O[_]                                ] CHIEF/IES  07/05/09 11:31
                                                    SESSDTLS:1
Session Details :-
Session Reference . . . . .[]*****
Domain. . . . . *****
Role. . . . .[]*****
Purpose . . . . . *****
Organisation. . . . .[]*****
Job . . . . .[]*****
Individual Identity . . . . .[]*****

C10057 Sign on successful
SIGNOFF [ ]
    
```

At this point you can start the first transaction as described in Section 6.1 Starting Transactions.

4.2. Changing your Password

4.2.1. Enforced Password Change

A password expires after a period set by the local system security manager.

If you fail to change your password within this period, the system forces you to change it as part of the sign-on procedure. When you have completed the Session Sign-on Parameter Screen, the Expired Password Screen appears.

ROLE 1	O SIGN-ON FOR A NEW USER SESSION	CHIEF/IES	07/05/09 11:31
			FCNEWPWD:1
Your password has expired!			
You may not sign in without specifying a new password!			
	New Password[]
	Confirm New Password[]
C10059 End of Document			
CNGPWD,SIGNOFF			
			[CNGP]

To complete the sign-on procedure, enter the same valid new password in both fields.

4.2.2. Optional Password Change

If you completed the New Password field at the Session Sign on parameter Screen, the Optional Password Change Screen appears.

ROLE 1	O SIGN-ON FOR A NEW USER SESSION	CHIEF/IES	07/05/09 11:31
			CURPWD:1
You have elected to change your password			
Please confirm your new password below			
	Confirm New Password[]
To change your chosen new password			
Enter the revised value below			
	Revised New Password[]
C10059 End of Document			
CNGPWD,NOCHANGE,SIGNOFF			
			[CNGP]

Complete one of the fields as required.

- In Confirm New Password you can enter the same password as in the New Password field at the Session Sign on parameter Screen.
- In Revised New Password you can enter another new password, which must be different from your current password. If this is valid, the Optional Password Change Screen reappears. Complete one of the fields, as required.

4.3. Signing off

The following sections describe the procedure for ending a session with CHIEF, and also the circumstances in which the system may suspend or fully sign off your session.

4.3.1. Full Sign-off

To sign off fully from CHIEF:

- a. Complete or abandon each outstanding transaction in the session. Section 6 explains how to control transactions.
- b. Sign off at the Sign-on Confirmation Screen, using the action SIGN.

Also if you are using a terminal equipped with a security badge reader, make sure that you remove your badge.

4.3.2. Inactivity Timeout

CHIEF automatically suspends your session if it is inactive for a period of time. This mechanism is known as the inactivity timeout.

After a further period of inactivity the session is signed off fully. However, during this latter period you have a chance to resume the session if the terminal is equipped with a badge reader. See the following sections.

The periods for which the system waits before and after timeout are both set when the system is built; ask your system security manager. By default the period before timeout is 15 minutes.

4.3.3. Temporary Sign-off

Your session can be signed off temporarily if the terminal is equipped with a badge reader. CHIEF signs the session off temporarily if the inactivity timeout has come into effect or if it detects one of these events:

- Input has been attempted without a badge code. This may happen if, for example, your badge has been removed from the reader, or the badge reader is faulty.
- Input has been attempted with a different badge code.

In this situation the system gives you priority over any other user who may wish to use the terminal. The Sign-on Parameter Screen reappears, but with all fields except Password protected. A message prompts you as necessary to insert your badge, enter your password, or both in order to resume the session with no loss of context.

4.4. Automatic Full Sign-off

If your session has been subject to timeout or temporarily signed off, the system enforces full sign-off after a further period of inactivity. The session is aborted, and any update transaction that was not completed is lost. The terminal is then available to any user who wishes to sign on.

4.5. System Errors

If CHIEF fails to respond during a session the reason may be either a failure of CHIEF itself, or a failure of the network. Where a network failure is prolonged, CHIEF enforces timeout and eventually full sign-off on each affected session.

END OF SECTION 4

5. DATA OBJECTS AND DOCUMENTS

This section explains the basic principles of data structure and presentation common to all information that you create and use in CHIEF.

5.1. Data Objects

Work on CHIEF is concerned with data objects of many types, but falling into two broad categories.

- a. Entries, which record the business and tax details of individual commercial dealings; for example, Export Entries.
- b. Standing Data, that is reference data used in controlling the system and supporting the Entries; for example, data related to Commodities and Tariff, to Traders, and to business Locations such as Customs Units and Warehouses.

Entries are maintained by the Trade and Customs; Standing Data is entered by Customs only.

5.1.1. Data Object Generations

Each data object is created with a unique primary key which distinguishes it from all other objects of the same type; for example an Entry Reference. As long as the data object exists its key does not change, although its other details may be amended as necessary.

Each time amendments are made, the system records a new generation of the object. A generation may be either committed to the database, or stored temporarily if for any reason it is not ready to be committed.

With Entries, each committed generation of an object remains effective until it is replaced by the next. For example, the original generation of a particular Export Entry may not specify transport details, and may remain effective until it is replaced by a new generation in which the actual transport details are added. There are no gaps between generations.

With Standing Data, several future generations of a particular object can be created, each effective between specified dates. For more information see "Standing Data User Guide (Introduction)" (Reference [3]).

5.2. Document Structure

A Document is the means by which CHIEF presents a data object. Each Document is arranged in one or more segments of information; each segment contains one or more fields. One field in the Document provides the primary key detail of that data object.

The Document structure may be simple with a single segment, or a complex hierarchy of segments of various types. The complexity of the Document is determined by the complexity of the data structure.

Some segment types can appear more than once in a Document. These recurring segments are said to occur in segment sets; the number of segments that can appear in a set is subject to predefined maximum and minimum limits. A segment of a particular type may own a further set of segments of a subsidiary type.

For example the following diagram shows the outline structure of a consignment's Entry containing a set of Commodity segments, each with a set of Tax segments.

Consignment Entry	Data object type
Entry Header	Non-recurring segment type
Commodity	Recurring segment type
Tax 1	Recurring segment type
Tax 2	
Tax 3	
Commodity	
Tax 1	
Tax 2	
Tax 3	
Tax 4	
Tax 5	
Commodity	
Tax 1	
Tax 2	
Tax 3	

END OF SECTION 5

6. CONTROLLING TRANSACTIONS

A transaction is the basic unit of work in CHIEF. Examples of transactions are: creating a new data object (using a Document); displaying or amending an existing data object.

This section describes the basic transaction types and how to start and control them.

6.1. Starting Transactions

To start the first transaction of a session, enter a command on the top line of the Sign-on Confirmation Screen in this form:

```
cddd p1,p2,p3
```

c	A 1-character code indicating the transaction type. See Section 6.1.1.
ddd	A code of up to 3 characters indicating the type of data object you want, for example COM for a Commodity Code or FRL for a Freight Location.
p1,p2,p3	Parameters which may be needed to identify a particular data object and qualify the task to be done. Precede the parameters with a space, and link them with commas.

You can omit some or all of the parameters required with the command. If you omit necessary parameters or the system cannot find any data object matching the parameters you specify, the Parameter screen appears. This screen shows the key fields from the Document header for the data object type, and prompts you to input new or changed values. For details of the parameters required for each transaction, see the appropriate user guide.

Note that the commas in the command (see example above) must be used to separate parameters. If you mistakenly type spaces, the system assumes that the spaces and the succeeding parameter are part of the first parameter. The parameter screen is displayed, showing the field(s) truncated where they were too long to fit the space available. In this case an error message is displayed. To recover from this you must enter a new (possibly invalid) value, followed by the correct value, in any fields which have been truncated. You can then proceed with the transaction as normal.

6.1.1. Basic Transaction Types

There are six basic interactive transaction types.

Code	Type	Purpose	See Section
D	Display	Display a generation of a data object	7.1
L	List	Display a list of data objects	7.2
I	Insert	Create a generation of a data object	8.1
A	Amend	Amend a generation of a data object	8.2
X	Delete	Delete one or all generations of a data object	8.9
Q	Queue	Initiate background report transaction (R) with valid search criteria	7.6

6.2. Transaction Phases

Each transaction is a dialogue between you and the system, consisting of one or more interactions known as phases. At each phase the system responds to your input by displaying information as follows:

- The Reply line shows an acknowledgment, prompt, or other message.
- The Action line shows a list of the action codes which are available to you.

The Action box displays the most appropriate action code to progress or complete the transaction in a natural way. To provide input for the next phase, you move the cursor and type or alter data as required on the screen, and then use an action code or message. Note that the box will be blank if there is no predefined action or if you do not have the whole Document on your screen (because paging is the most likely action).

Action codes and messages allow you to continue, interrupt, or end the transaction as described in this section. Annex A gives summary lists of all the action codes and messages available.

To use an action code: type a code in the Action box, and press SEND. You need type only enough characters to identify the required command uniquely from those offered to you.

Annex A gives information on how to use an action message.

Depending on the current transaction type, at the end of the final phase the system gives one of the following responses:

- The screen shows a protected display of the current Document, and an information message on the Reply line. To continue, enter a command in the Action box. The action code RETU returns you to the previous transaction level or to the Sign-on Confirmation Screen.

- The system automatically returns you to the previous transaction level or to the Sign-on Confirmation Screen.

6.3. Aborting a Transactions

You can abort the current transaction at the end of any phase. Use either of these methods:

- Enter the Abort action code (ABOR) in the Action box.
- Enter action message Q.

This takes you back to the point at which you started the transaction. The system makes no updates to the database.

6.4. Nesting Transactions

During a transaction you may need access to further information about a particular item on the screen. Using the appropriate action message you can request:

- Full details of an item identified in your current Document or list (see Section 7.4).
- Help on a particular input field (see Section 9.1).

This suspends your current transaction and starts a nested one. After completing the nested transaction, use the Return command (action code RETU or action message R) as necessary to resume the suspended transaction.

However, you can suspend the nested transaction itself to start a transaction at a further level of nesting, and so on. You may return level by level to each transaction that has been suspended. Alternatively, you may use the Exit command (action code EXIT or action message X) to return multiple levels. The exit command acts as if you enter the Return command repeatedly until it is no longer offered.

6.5. Sequencing Transactions

At each phase of a transaction the Action line shows a list of the secondary actions available to progress or terminate the transaction. The list may also include action codes allowing you to start a related transaction with the current data object or another of the same type. This makes it easier to do related transactions in sequence.

For example, during a Display transaction the Action line may indicate that you can start an Amend or Delete transaction with the current data object. You do this by entering a secondary command in the Action box; for example Addd (where_ddd is the data object type) to amend the data object. No parameters are needed.

END OF SECTION 6

7. MAKING ENQUIRIES

This section describes the general characteristics of Display and List transactions, and the secondary actions you can use to manipulate the screen display.

Note that these secondary actions (paging, scrolling, and downward selection) are also available during Insert and Amend transactions which are described in Section 8.

7.1. The Display Transactions (D)

The Display transaction works differently depending on the data object type.

- With Standing Data, if the object exists in both committed and stored generations, Display gives you the committed generation; a Reply line message reports if a stored generation also exists.
- With an Entry, the rules vary depending on the data object type; see the appropriate CHIEF user guide.

In response to a Display command (specifying the key of the object to be displayed) the screen displays the first page of the requested Document. For example:

```

ROLE 1 O DISPLAY COMMODITY CHIEF/IES 07/05/09 11:44
COMEXCO:1:1H

Commodity code . . . [ ]*****
With effect from . . **/**/**** **:***
Effective: earliest **/**/**** **:*** latest **/**/**** **:***

EXTENDED CMDTY (EC SUPPLEMENT) CODES

**** **** **** **** **** **** **** **** ****
**** **** **** **** **** **** **** **** ****

MEASURE FOR COMMODITY

Measure Tax Tariff Ex- Null Export
Group Type Type Measure No Heading Tri Use
[ ]** [ ]*** [ ]*** ***** N N N
[ ]** [ ]*** [ ]*** ***** N N N
[ ]** [ ]*** [ ]*** ***** N N N

C10059 End of Document
RETURN,PRINT [ ]
    
```

The default secondary action is +P (Next page forwards) if more pages are available (but note that the action box is blank in this case).

7.2. The List Transactions (L)

List operates as a display transaction, though its output is not a single data object but rather a list of data objects that satisfy the criteria you specify.

The screen illustration below shows an example of List output. For details of the input parameters and the output list format of a particular List transaction, see the appropriate user guide.

```

]ROLE1          O LIST TABLE ENTRIES          07/05/09 14:46
                                                    TBLE:1

Table type . . . . . [****]          Table entry code ]*****]
Effective from . . . ]**/**/****] ]**:**]
Description . . . . ]*****]

Table entry Integer Date          Decimal          String / Code Type
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
[ ]*****]*****] **/**/****] *****.*****]*****]
C10058 Beginning of Document
MORE,RETURN,PRINT          [ ]
    
```

The list itself appears as a Document containing a header and a subsidiary set of segments. The header gives a summary of the selection criteria and the content of the list. Each segment in the set identifies a data object.

The default secondary action is +P (Next page forwards) if the list extends to more than one page (but note that the action box will be blank in this case).

To select an item from the list, use downward selection as described in Section 7.4. This starts a nested transaction; to return to the list use the Return action code.

7.3. Paging and Scrolling

Use paging or scrolling action codes to move through a Document in either of these ways:

- Physically, in pages.
- Logically, in segments.

The general form of the paging or scrolling action code is:

dnnu

d	Is mandatory and indicates direction: + forwards from the cursor position - backwards from the cursor position < relative to start of Document > relative to end of Document or = to position directly at an outer-level segment (scrolling only)
nn	Is the number of units of movement, in the range 0-99 Default value is 1
u	Indicates the unit of movement: P pages S segments Default value is P

7.3.1. Paging

The following table gives examples of action codes that you can use to move by physical pages in relative or absolute terms.

Code	Short form	Function
+1P	+	Go forward one page
-2P	-2	Go back two pages
<P	<	Go to start of Document
>P	>	Go to end of Document
<4P	<4	Go to fourth page of Document
>4P	>4	Go to fourth page from end of Document

7.3.2. Scrolling Segments

The system executes a Scrolling action in relation to the segment that currently appears at the top of the display area. The text at the right hand side of line 2 of the screen gives a system generated reference to the page on display and should be used when reporting queries or problems.

The following table gives examples of how to move by segments.

Code	Function
+1S	Go forward one segment
-2S	Go back two segments
=3S	Go to the third outer-level segment

7.4. Downward Selection

Downward selection enables you to get access to the full details of a data object whose key is shown in a particular field in your current Document. For example, in an Entry Document where a particular field shows the key of a Standing Data object, you may be able to use downward selection on that field to display the full details of the object. Note that you must have been granted the necessary access security permissions to the transaction and the data concerned or the downward selection will fail.

To use downward selection, place the cursor in the appropriate field or list item and use the action message S.

Downward selection starts a nested transaction on the selected object. To return to your previous transaction, use the Return action code or message.

7.5. Multiple Presentations

For certain types of transaction there may be more data than can conveniently be displayed to you in one Document. The Multiple presentations facility provides you with the ability to view details of this data by selecting parts of a summarised Document for detailed display, based on the current cursor position.

The presentations are sequenced from 1 up to a maximum of 10, depending upon the individual transaction, where 1 is the initial or default view of the data. To switch between presentations you position the cursor near or within the segment which is to form the first screen of the new presentation and input the appropriate numeric action message (note that 0 equates to 10).

You can use further action messages (+ (plus), and - (minus)) to move up or down one level of presentation at a time. If you attempt to switch or step to a level that does not exist an appropriate Reply Line message is output and the current presentation is left unchanged.

For a specific example of Multiple Presentations see DEVD - DISPLAY ENTRY VERSION DETAILS in Reference [4].

7.6. The Queue Transaction

The Queue transaction enables you to specify, on-line, detailed parameters which initiate an ad-hoc batch job. Each Queue transaction relates to a particular batch job (usually a report) where the parameters required to run are too complex to be input by the normal batch job mechanism. On completion of the Queue transaction the batch job is placed on a queue from where it is run when preceding jobs have been run, ie it has reached the top of the queue.

END OF SECTION 7

8. MAKING UPDATES

This section describes the general characteristics of Insert and Amend transactions, including the major possible phases: Validate, Store and Commit. It also describes the Delete transaction, and how to deal with errors that may be reported in a Document.

Note that the secondary actions for paging, scrolling, and downward selection (described in Section 7) are also available during Insert and Amend transactions.

8.1. The Insert Transaction (I)

The Insert transaction displays an essentially empty Document for you to complete.

The Document characteristics vary depending on the data object type, but usually:

- One field or a combination of fields in the Document header corresponds to the primary key that is to identify the data object. Therefore you must enter a unique value in this field or unique combination of values for a multi-field key. However for some types (for example a DTI Entry), the system allocates the key.
- Other fields may appear with default values, which you can alter as required.

A predefined number of segments of each type appear for data input. However, this does not necessarily indicate the maximum or minimum number of segments that may be required. You can leave unkeyed any segments that you do not need; these are ignored by the system. Alternatively you can insert more segments of the same type, as described in Section 8.3.

```

]RLTRAD120      O INSERT EXPORT CLEARANCE REQUEST      CHIEF/TM01 07/05/09 10:14
                                                         SADKEY:1P
EPU [ ]120]   EPS  ] ]
  Decln(1) [   ]   Pkgs(6) [   ]   D/Ref(7) [   ]
Cnsgnor(2) Id [   ]
  Name [   ]   Language [   ]
  Street [   ]
  City [   ]   PstCde [   ] Ctry [   ]
Cnsgnee(8) Id [   ]
  Name [   ]   Language [   ]
  Street [   ]
  City [   ]   PstCde [   ] Ctry [   ]
Declrnt(14) Id [   ] Rep [   ]
  Name [   ]   Language [   ]
  Street [   ]
  City [   ]   PstCde [   ] Ctry [   ]
  Locn goods(30) [   ]

C10058 Beginning of Document
VALIDATE, COMMIT, STORE, RETURN [   ]
    
```

Permissible phases are described in Sections 8.4 to 8.8. After inputting data, use Validate to check its validity. To terminate the transaction and save your work, use Store or Commit.

8.2. The Amend Transaction (A)

The Amend transaction gives you update access to the data object in its latest (stored or committed) state. Until you complete or abandon the transaction other users may not be able to get update access to the data object. This is because once you start your transaction the system places a reservation on the data object to stop any conflicting updates being applied. If you do not complete your transaction within a pre-determined time period (currently set to 10 minutes), and another user starts to amend the same object, the reservation will be lost and your transaction will subsequently fail.

Amend follows a similar dialogue to Insert, except that:

- The primary key field is protected against change.
- Other fields may also be protected, if there are business reasons why they cannot be changed.

```

]RLTRAD120      O AMEND EXPORT ENTRY                                CHIEF/TM01 07/05/09 10:20
                                                                SADKEY:1P
EPU [****]     EPS  ]*   Entry Number [*****] Date ]**/**/****] Time ]**:**]
Decln(1) [    ] Items(5) [    ] Pkgs(6) [    ] D/Ref(7) [    ]
Cnsgnor(2) Id [    ]
      Name [    ]
      Street [    ]
      City [    ] PstCde [    ] Ctry [    ]
Cnsgnee(8) Id [    ]
      Name [    ]
      Street [    ]
      City [    ] PstCde [    ] Ctry [    ]
Declrnt(14) Id [    ] Rep [    ]
      Name [    ]
      Street [    ]
      City [    ] PstCde [    ] Ctry [    ]
Disp ctry(15a) [    ] Goods avail from [ / / ] [ : ] to [ / / ] [ : ]
Dest ctry(17a) [    ] Inlnd Trpt Id(18) [    ] Lang [    ]
Trpt (21): Id [    ] Nat [    ]
Trpt Mode(25) [    ] Inlnd Trpt Mode(26) [    ]
Exit Offce(29) [    ] Locn goods(30) [    ]

C10058 Beginning of Document
VALIDATE, COMMIT, STORE, ABORT                                [    ]

```

Possible phases for amending the displayed data are Validate, Store, and Commit as described in Sections 8.4 to 8.6.

If a stored generation is displayed for amendment, an advisory message appears on the Reply line. In this case Revert is a possible alternative phase. See Section 8.8.

8.3. Adding or Deleting Segments

During an Insert or Amend transaction you can add or delete segment occurrences where the segment type is recurring. For example, the Insert transaction provides a number of segments to be completed in each type of set; but in a particular set you may need more.

The rules for adding or deleting segments of each type depend on the Document structure. All additions or deletions are subject to the maximum and minimum numbers defined for the segment type. The unit of deletion is always 1, but for some segment types the unit of addition may be 2 or more. For details see the appropriate user guide.

To delete an existing segment, or to add one or more segments of the same type, you must first use the cursor to identify the existing segment. The procedure is:

- a. Place the cursor at any unprotected point in the existing segment or on a downward selection marker.
- b. Use one of the following action messages.

Code	Function
A	Insert segment after
B	Insert segment before
D	Delete marked segment
E	Insert segment at end of set

With some recurring segment types the A and B functions are not available and a new segment can be added only at the end of the set.

After an insertion the cursor appears at the start of the first new segment.

Note that once a segment containing a single mandatory field has been created you can only delete it by invoking Delete Segment (Cntrl + D). Just blanking the field out to spaces does NOT cause the segment to be deleted.

8.4. Handling Document Errors

8.4.1. Error Conditions

The system checks for Document errors on three levels.

- a. Primary validation is done on each field and includes checks for mandatory fields not supplied, non-numeric quantities, and dates out of range.
- b. Secondary validation involves cross-checking fields in the Document, and cross-checking with data outside the Document.
- c. Credibility checks are also made on particular items of Entry data to identify possible misdeclarations. Where the input data item or items in combination are regarded as unlikely, the data must be confirmed or amended before it can be accepted for further processing.

- d. If a transaction takes a long time, currently longer than 10 minutes, the data it uses is freed and may be altered by another user. If this occurs the transaction will fail, and if still required, should be restarted.

8.4.2. The Validate Phase

At each phase during a transaction the system automatically checks the primary validity of data that you input.

Similarly you may be able to ask for a validity check at any time, by using the Validate action code (VALI). For example after inputting a segment or page of data you may wish to check for errors before adding further data in the Document.

In each case the system responds with a message displayed on the Reply line, and further messages may appear in the Document display area if problems have been found. See Section 8.4.3.

Note that in general if primary validation errors are found on the current page of the Document, the system rejects your next action until the errors are corrected. However, there are some cases (eg Import Entry) where it is desirable for business reasons to highlight as many errors as possible in one data input attempt. In these cases you are able to force the system to continue with further validation even though there are outstanding errors. This is achieved by repeating the action code or message.

8.4.3. Characteristics of Report Messages

This section explains the general characteristics of report messages resulting from validation checks on Document data. Section 8.4.4 describes how to control the display of report messages.

The general form of a report message is:

snnnnn text

s A one-character code indicating the severity level of the message: E, W or C as described below.

nnnnn A five-figure serial number identifying the message.

text The text of the message.

Report messages may be generated at up to three severity levels.

Error (E) Indicates a primary or secondary validation failure.

Warning (W) Indicates a credibility failure or other possible integrity problem. A warning may require acknowledgment; if it does the report message includes a field in which (during an Insert or Amend transaction) you can enter a value indicated on the screen to confirm the current data.

Comment (C) Gives advisory information on the status of the transaction or of

a data object.

A report appears in the Document display area, immediately above or below the data to which it refers. It therefore displaces the rest of the display by one line.

Each Error or Warning report refers to either a field or a segment.

- Where a single field is affected, it is highlighted as data in error and the report appears on the line below.

However, individual reports do not normally appear for primary validation errors. You can recognise this type of error because the message "Document input error" appears on the Reply line. Section 8.4.5 explains how to switch the display of report messages on or off at each level.

- Where an error is found as a result of cross-checking between fields in different segments, each field is highlighted and the same report may be associated with each of the fields. It is your decision where to make amendments; an amendment in one field may be enough to clear the errors in the other fields involved.
- Where a whole segment is affected, the report appears on the line above. A segment may be regarded as in error if (for example) its fields are valid individually but invalid in combination.

If the field or segment has more than one error condition, the most severe error report is displayed.

The screen below provides an example layout where the user has completed the second page of the Insert Import Full Declaration transaction and has requested that it be validated. Note that the messages shown on this screen are for example purposes only; they are not intended to illustrate the actual validation messages produced by this transaction.

```

]RLTRAD120      O INSERT IMPORT FRONTIER DECLARATION      CHIEF/TM01 07/05/09 10:56
                                                          SADITKEY:1P
EPU [ ]*** EPS [*]
ITEM No(32) [ 1]
Cnsgnor(2) Id [         ]
      Name [                         ]
      Street [                       ]
      City [                         ] PstCde [         ] Ctry [   ]
Cnsgnee(8) Id [         ]
      Name [                         ]
      Street [                       ]
      City [                         ] PstCde [         ] Ctry [   ]
Goods Description(31)
      [                               ]
Package(31) Marks
      [                               ]           Number   Kind
      [                               ]           [   1]   [CN]
Contr Id(31) [         ] [         ]
Comm code(33) [         ] [         ] [         ]
Ctry orig(34a) [   ] Gross mass(35) [         ] Preference(36) [   ]
]W152 FEC failure on Country of Origin]
   Correct as input (enter 'C') . . . . . Ctry orig [   ]
Ctry on route [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ] [   ]
UNDG code [   ]
VALIDATE , COMMIT , STORE , ABORT                  [   ]
  
```

The system has found two faults:

- a. W152 on the current page is a warning which does not require amendment, but needs to be confirmed.
- c. The second fault is on another page.

8.4.4. Cursor and Display Window Positioning

Cursor Positioning. Once a response has been received from the system, the keyboard is unlocked and the cursor positioned at the most appropriate part of the screen. Generally, if the data is unprotected it is positioned at the start of the command entry field, otherwise it is positioned in the first errored or unprotected field within the Document display area. In descending order of precedence the cursor is positioned at/in:

- first new error;
- first field of first new segment;
- first old error;
- first unprotected field in Document display area;
- Command Entry field;
- first Downward selectable field;
- Action box.

Display Window Positioning. As explained elsewhere, you can consider the Document display area of your terminal as a moveable window onto the total Document content. The rules for the initial display position of the window, in descending order of precedence, are:

- at the start of a segment explicitly identified by the Application software. This will obviously vary from case to case;
- at the start of the first segment containing a report, ie error, warning, or comment;
- at the beginning of the Document.

8.4.5. Controlling the Display of Report Messages

To control the display of report messages in a Document, use the action codes M and E.

Use the M action to determine what levels of report messages to display in the current Document. The effect of this action persists for the rest of the session.

The general form of the M action code is:

sMn

s Indicates whether to display reports at the specified level, and can be one of:

+ Yes

- No

= Revert to default setting

n Optional digit specifying the report level to be switched on or off.

No.	Report level	Default setting
1	Not used (see note below)	ON
2	Primary validation errors	OFF
3	Secondary validation errors	ON
4	Warnings not requiring acknowledgment	ON
5	Not used (see note below)	ON
6	Comments	ON

Note: Report levels 1 and 5 relate to warnings requiring acknowledgement. Although these do not participate in the mechanism described here details of how they operate are documented in those individual User Guides which make use of acknowledged warnings.

Use the E action to move the display to the next field or segment in error. The relevant segment appears at the top of the page and if the transaction is an Insert or Amend the cursor appears in the field in error. In this way you can move quickly through a Document to correct the data as required.

The general form of the E action code is:

dE

d Indicates the direction in which the Document should be scanned to display the next report:

- + Forwards from the current position
 - Backwards from the current position
 - < First in Document
 - > Last in Document
-

8.5. The Commit Phase

In an Insert or Amend transaction, use the Commit action code (COMM) to save the data object as a committed generation. The system first performs a validation check; if any errors are found you must correct them before the data object can be committed. When committing this generation of the object, the system removes any earlier stored generation.

If you have signed on with a Standing Data clerk role use of the Commit action code causes the updated data to be applied to the Release Queue rather than applied to the database. See "Standing Data User Guide (Introduction)" (Reference [3]) for details.

Note that Commit is also used in the Delete transaction to confirm a deletion. See Section 8.9.

8.6. The Store Phase

With Standing Data and certain other data object types you can use the Store action code (STOR). This allows you to store a generation of a data object that you cannot commit; for example because it contains errors, or is not yet complete, or requires confirmation. The data object is stored in its current state, including any error reports.

Note: With some data object types the data object must contain at least one error before you can store it.

The Store action effectively suspends your current Insert or Amend transaction. The system adds this transaction to the queue of stored Documents (STORE) available to you. Section 9.2 describes how to resume work on the stored Document by selecting it from the queue.

8.7. The Bulk Commit Phase

This facility is only available to Standing data supervisors and thus is described in more detail in the "Standing Data User Guide (Introduction)" (Reference [3]). The purpose of the phase is to enable Standing data supervisors to make bulk updates to the database from the contents of the Release queue, thus saving the time and effort of accessing and committing each entry on the queue individually.

8.8. The Revert or Cancel Phase

Your work on a data object may progress through a series of stored generations until you are ready to commit a generation.

Alternatively, having retrieved the current stored generation you may decide to abandon it and revert to the previous committed generation of the data object.

To revert use one of these action codes:

- Revert (REVE) reverts to the latest committed generation and allows you to continue the transaction.
- Cancel (CANC) reverts to the latest committed generation but ends the transaction.

In either case the current stored generation is lost.

8.9. The Delete Transaction (X)

The effect of the Delete transaction on a particular data object depends not only on the user's authority but also on the type and the current status of the object. See the appropriate user guide for more information.

In a Delete transaction the screen displays the selected data object and prompts you to confirm that it is to be deleted.

To confirm the deletion, use the Commit action code (COMM). Alternatively use Abort (ABOR) to abort the transaction.

END OF SECTION 8

9. COMMON FACILITIES

9.1. On-line Help

The Help facility allows Help information to be structured as a network of related topics which you can browse.

You can get initial access to Help in either of two contexts.

- a. You can seek Help on a particular field during your current transaction. Place the cursor in the required field and use the action message H to start a nested transaction.

The current screen is then replaced by a screen showing Help text which you can page through. If related Help topics are available, their titles are listed in another area of the screen. Use downward selection to select a topic from the list, thus nesting to a further level. In this way you can browse from topic to topic. To return through each level of Help to the current transaction, repeat the Return action (code RETU or message R).

Not all fields have help topics defined.

- b. You can start Help as a transaction in its own right, using the primary command DHLP. Depending on how the Help information has been set up, this gives you access to a top-level Document of Help text and/or a list of topics which you can browse in a similar way.

Depending on a user's privileges, a list of help topics available can be displayed using the command "LKEY HPTO".

9.2. The Stored Documents Queue

The system maintains a queue of stored Documents for each user. As described in Section 8.6, when you store a Document the system adds its reference to your Stored Documents queue.

The Stored Documents queue is a type of list. You can use it to make a series of nested update transactions, as follows:

- a. Use the command LSTR to list your Stored Documents queue.
- b. Use downward selection to select a reference from the queue.

This automatically resumes the update transaction that stored the Document. You can then make further amendments towards storing or committing a new generation, or revert to the last committed generation; in each case the existing stored generation is lost. Alternatively, to leave the stored generation unchanged, abort the transaction.

- c. Use the Return action to return to the Stored Documents queue.

Store is also used, together with clerk and supervisor security roles, to provide a controlled release mechanism for Standing Data. This facility is not generally available and is therefore described further in the "Standing Data User Guide (Introduction)" (Reference [3]).

9.3. The Noticeboard Facility

Noticeboard is a facility maintained by Customs to provide an on-line information service to CHIEF user locations. Noticeboard allows you to select topical articles for display. See the "Common Facilities User Guide" (Reference [8]) for more details on how to use noticeboards.

The facility provides several noticeboards for different user areas; each noticeboard may contain several sections catering for different interests. Ask your local supervisor which noticeboards and sections are available to you. Each article can be identified directly by reference to its noticeboard and section, or selected from a summary list showing its headline text.

Articles within a noticeboard can be marked as "newsworthy" up to a specified date. Using the DNEW transaction you can request a list of all current newsworthy articles for a noticeboard; use of the downward selection facility on any of the listed articles enables you to view details of a particular article.

9.4. Broadcast of Single Line Messages

A short information message may be generated within the CHIEF IES, addressed using suitable access security objects, to one or more terminal operators. See the "System Management User Guide" (Reference [7]) for further details of Broadcast messages.

If you are a DTI user, messages are handled by your DTI system.

If not, any message received during your session is queued by CHIEF, and the screen displays SYMSG among the options on the Action line.

Use the action code SYSM to display the first system message in the queue. It appears on the Reply line, and once displayed it is removed from the queue. Repeat the action code for each further message in the queue.

9.5. Messaging

This facility allows a message of up to 1050 characters to be sent to a security role (or to a group (collective) of roles). Once sent, the message is placed on a queue for a recipient from which it may be retrieved by anyone using the recipient role. Messages may be classed as urgent, in which case a standard broadcast message is sent to the target roles informing them of the availability of the message. See the "System Management User Guide" (Reference [7]) for further details on Messaging.

9.6. Print Document Data

The following sections give general information on how to obtain ad-hoc prints of your work. Output in each case is to a device near you; ask your local supervisor.

9.6.1. Printing a Document

A Customs user can print the current displayed Document using the action code PRIN. Use this action to print an image of the Document in which the data has been committed or stored by the system. In this way you can obtain a hardcopy image of the Document including any associated error reports.

9.6.2. Printing the Current Screen Contents

Some intelligent terminal systems may support their own local facility to produce hardcopy of the current screen contents.

END OF SECTION 9

10. PRINT BATCH REPORTS

CHIEF provides batch facilities to produce various types of printed report on a scheduled or ad-hoc basis.

The standard report page layout is 80 columns by 66 lines, for output to A4 paper size. Where required by the report content or destination device, 132-column layout is used.

The figure below outlines an 80-column report page showing the header, footer, and body text areas.

1	12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012	-
2		-
3	<security label>	-
4	<service> <.....report-title.....> at hh:mm	h
5	<report-type> on dd/mm/ccyy	h
6	<.....report-headline-1.....> for <.user-ref.>	h
7	<.....report-headline-2.....> page <page-ref>	h
8	_____	h
9		-
10		-
1	h
2	h
3	h
4	h
5	h
6	h
7	h
8	h
9	h
20	h
1	h
2	h
3	h
4	h
5	h
6	h
7	h
8	h
9	h
30	R E P O R T B O D Y	h
1	h
2	h
3	h
4	h
5	h
6	h
7	h
8	h
9	h
40	h
1	h
2	h
3	h
4	h
5	h
6	h
7	h
8	h
9	h
50	h
1	h
2	h
3	h
4	h
5	h
6	h
7	h
8	h
9	h
60	h
1		-
2		-
3		-
4		-
5		-
6		-
7		-
8		-
9		-
70	<print reference>	f
	1234567890123456789012345678901234567890123456789012345678901234567890123456789012	-

The marginal characters indicate respective parts of the layout, as follows:

h Header line.

f Footer line.

- Mandatory blank line between groups.

p Block of lines to be output on the same page.

The following fields are generated by the formatting routine:

<service> The Service Name.

hh:mm The Document time.

dd/mm/ccyy The Document date.

<page ref> The page reference is used to number the pages of a report from 1.

<security label> Text strings printed in the <security label> depend upon the Service Name and the Integrity. The following table defines the strings to be output.

NB. Only operational reports from the Live CIES service will have a blank <security label>.

Service Name	Integrity	Security Label
CHIEF/CIES	Operational	blank
CHIEF/CIES	Training	'T R A I N I N G S P E C I M E N'
aaaaaaaaa	Operational	'aaaaaaaaa T E S T S P E C I M E N'
aaaaaaaaa	Training	'aaaaaaaaa T R A I N I N G S P E C I M E N'
<null>	Operational	'UNKNOWN SERVICE T E S T S P E C I M E N'
<null>	Training	'UNKNOWN SERVICE T R A I N I N G S P E C I M E N'

eg.

CHIEF/HMUT	Operational	'CHIEF/HMUT T E S T S P E C I M E N'
------------	-------------	--------------------------------------

The following fields are generated by the appropriate application service:

- Report title
- (Optional) report headlines
- Report type
- System
- User/agent/location reference

Note that some reports have a title immediately underneath the header lines and this is repeated on subsequent pages of the report.

END OF SECTION 10

11. TRAINING MODE

11.1. Principles

Training mode exists to support trade and Customs familiarisation with CHIEF. It allows ad-hoc training and formal classroom tuition for Customs staff without the need for separate systems, communications or program code.

Users must be able to train realistically in their operational roles without fear of endangering operational data.

To avoid any confusion, all data created by and output produced from a transaction performed in training mode must be clearly distinguishable from the equivalent output produced operationally. Whilst this is achievable for data written to the database and printed output, it is not achievable for data output via magnetic media. Consequently, certain transactions are not available in training mode, typically those which create such output directly or rely on data which is set up by such transactions.

A central facility exists to 'reset' training data, removing 'casual' inputs and restoring scripted scenarios.

11.2. Access Security

In general, training is performed using normal operational roles and locations.

Some roles and locations will be specially set up for scripted classroom training, catering for the need to suppress certain outputs and to route others to locations differing from the operational destinations and to allow Customs officers to act as traders during such tuition.

It should be noted that users training in the maintenance of access security may create training versions of roles, locations et cetera but such 'training roles' are never made available as there is no training equivalent of the access security load transaction.

11.3. Data

11.3.1. Training Instances of Data

Training instances of data are created by performing the relevant insert transaction in training mode. Both operational and training instances may therefore coexist with the same business key.

Operation transactions may only access operational data.

In training mode, the system will return the training version of the data if such exists, and, subject to certain exceptions detailed below, the operational version if there is no training version. The exceptions are :

- a. If the data is defined as 'Only for Purpose', the system will report 'Not Found' if there is no training version of the required data. An example of this is in the use of Profiles and Checks within Import Entry processing. Separate Profiles and Checks are required for training.

- b. Conditional 'Only for Purpose' - this is similar to a. above but is used to allow operational data to be used in some circumstances but not in others. An example of this is the FAS Account. To allow trade users to use their operational roles, Import Entry processing will be able to access the FAS Account derived from the trader's role whereas clearance, which would be updating the account, is not allowed to access operational accounts.
- c. Discard Updates - in this case, all routines have access to the operational object but any attempt to update it results in the update being discarded. An example of this is the General Security Account.

11.3.2. Identification of Data

The rules for validating permissible keys for data, including the use of check characters, is the same as is used operationally.

Where a key field, such as an entry number, is allocated by the system, a separate instance of the 'numbering' series is required.

11.3.3. Periodic Resetting and Purging of Training Data

Training data may be reset or purged to a nominated date/time supplied as a parameter to a batch facility which is run periodically.

For each Training data object identified:

- if the data object was not effective until after the parameter date/time, it is purged (ie physically deleted) from the database and its key becomes available for re-use.
- otherwise it is reset to its state effective at that date/time.

The reset process is run at the request of Customs HQ, generally in association with the commencement of scheduled training courses, and ad-hoc users should note that any data created by them will be removed without notice.

11.4. Outputs

11.4.1. Reports

Reports are routed according to Print Routing Tables. Training occurrences of some of these tables are required to allow suppression or to ensure that, for instance, trade reports created during formal Customs classroom training are routed to the desired location.

For direct (HMRC) outputs, any report generated by a user in Training mode is printed with "TRAINING SPECIMEN" at the top of each page.

For indirect (Trade) outputs, it is the responsibility of the DTI systems to indicate that a report is a "Training Specimen", based on the Purpose of the session or message. EDI outputs carry the associated Purpose of the message within the defined protocol.

11.4.2. Inventory Updates

CHIEF supports Inventory linked entry input and creates the relevant inter-system messages.

Each Inventory system must elect whether or not they wish to receive such messages. If an Inventory system does not wish to receive training messages, these will be suppressed by CHIEF by not instantiating the required output sponsor and in this case the entry will not progress beyond input.

All Inventory systems have currently elected for suppression.

11.5. Background Processing

Batch and Background tasks are subject to separate scheduling from their operational equivalents. Training instances of the supporting queues are supplied to support this.

END OF SECTION 11

12. GLOSSARY AND REFERENCES

12.1. Glossary

See USM 102 – CHIEF GLOSSARY AND ABBREVIATIONS

12.2. References

Ref No.	Title	Document reference
1.	INTRODUCTION TO CHIEF IES USER GUIDE	USM 100
2.	NOT USED	
3.	STANDING DATA USER GUIDE (INTRODUCTION)	USM 400
4.	IMPORT ENTRY CUSTOMS USER GUIDE	USM 201
5.	IMPORT ENTRY TRADE USER GUIDE	USM 211
6.	ACCESS SECURITY DATA MAINTENANCE USER GUIDE	USM 500
7.	SYSTEM MANAGEMENT USER GUIDE	USM 540
8.	COMMON USER FACILITIES USER GUIDE	USM 550
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

END OF SECTION 12

13. DOCUMENT CONTROL

13.1. Document History

Issue No.	Date of Change	IC No.	Details of changes
9.3	05/02/98	5199	Incorporates additional explanation regarding the highlight of reply line messages in section 4 (The Visual Display Unit)
10.0	25/06/02	CR 228	Converted from Manuscript to Word. Updated for New Exports
10.1	21/09/06	CR 296	Updated for release 29 HMC&E replaced by HMRC
10.2	13/05/09		Changes as marked to bring document up to date and consistent with other documents. Although no changes have been made specifically for Release 31, the updates made to the document mean that it is up to date from the Release 31 onwards.
10.3	04/12/09		Removed BT logo and BT specific details

13.2. Revision Record

Revision Number	Date	Name	Signature

The above table is to be used for recording the incorporation of minor revisions into the document; that is, revisions issued as changed pages only. This page must be retained in the document until such time as the complete document is re-issued.

13.3. Configuration Management**13.3.1. Document Configuration**

a) Title:	CHIEF GENERAL CONCEPTS USER GUIDE
b) Reference:	USM 101
c) Privacy marking:	X<>
d) Status:	Agreed for use
e) Owner	Jenny Arentsen
f) Change Authority:	CHIEF Document Controller
g) Location of master copy:	
Paper:	CHIEF Library
Electronic:	System: http://aspireportal/sites/CHIEFTRANS/Knowledge%20Management%20%20Transfer Directory: \Redocumentation Project\USM Filename: USM101 - CHIEF General Concepts User Guide.doc Format: Word 2003
h) Suggested Distribution:	Project Library HMRC

13.3.2. Document Signatories

Approver:		Author:	
Signature:		Signature:	
Name: Jenny Arentsen		Name: Pradeep Agarwal	
Date :		Date :	

END OF SECTION 13

ANNEX A ACTION MESSAGES AND CODES

This annex defines the action messages and codes described in earlier sections. Any of the associated functions may also be assigned to a function key on your system; see your terminal user guide.

Action Messages

Internally, an Action Message consists of two characters in sequence, an escape character (ASCII value 17 decimal, 11 Hex) followed by a character identifying the required action. In some systems, the characters may be sent by first pressing and releasing the ESCAPE key, followed by pressing and releasing the appropriate character key. However on many PC systems, the whole Action Message is sent by pressing and holding the CONTROL key, while pressing and then releasing the appropriate character key. Refer to your terminal guide for the means for sending Action Messages.

The character identifying the required action can be one of the characters listed in the table below.

Action Codes

An action code is a character sequence that you input in the Action box, as described in Section 6.2. The table below lists the codes recognised by CHIEF.

Command	Action Message	Action Code	Section reference
Abort	Q ⁽¹⁾	ABOR	6.3
Bulk Commit (Standing Data)		BULK	8.7
Cancel		CANC	8.8
Commit		COMM	8.5, 8.9
Delete segment	D		8.3
Display with/without reports		M ⁽²⁾	8.4.4
Downward selection	S		7.4
Exit from nested Transactions	X ⁽¹⁾	EXIT	6.4
Go to next error		E ⁽²⁾	8.4.4
Help	H		9.1
Insert segment after	A		8.3
Insert segment at end of set	E		8.3
Insert segment before	B		8.3
Move down one level of multiple presentation	-		7.5
Move up one level of multiple presentation	+		7.5
Page through Document		P ⁽²⁾	7.3

Command	Action Message	Action Code	Section reference
Print Document		PRIN	9.6.2
Refresh screen	P ⁽¹⁾		3.2
Return	R ⁽¹⁾	RETU	6.2, 6.4, 7.2, 7.4
Revert		REVE	8.8
Scroll through Document		S ⁽²⁾	7.3
Sign off		SIGN	4.3.1
Sign on		AUTH	4.1
Store		STOR	8.6
System message		SYSM	9.4
Validate		VALI	8.4.2

Note (1) These Action Messages do not cause screen validation; all the others do. The basic rule is that if the action is to be performed according to the cursor position, then screen validation is performed first.

Note (2) Code takes parameters; for details see the appropriate section of this guide.

END OF DOCUMENT