

### 3. SYSTEM OPERATION MANUAL

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GENERAL STATISTICS OFFICE

**SYSTEM OPERATION MANUAL**

**FOR**

**MONTHLY SURVEY OF MAJOR INDUSTRIAL  
PRODUCTS (MSMIP)**

HANOI, 2006

*User's Guide of the Data Input Software for the*

**Monthly Index of Industrial Production (IIP) Survey**

For further inquiries, please contact:

General Statistics Office  
Industrial and Constructional Department,  
02 Hoang Van Thu Street, Hanoi  
Phone: (04) 8463475

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# Introduction

## Contents of the Input Manual

This is the input manual for Monthly Survey of Major Industrial Products (MSMIP). It is prepared for description of the process and methodology of data input as a part of the project of the Development of Industrial Statistics in the Socialist Republic of Vietnam, which was carried out by the Japan International Cooperation Agency.

The manual is organized from 5 Chapters, namely

Introduction

Chapter 1 Structure of the Questionnaire

Chapter 2 Process of Data Input

Chapter 3 Error Checks of the Computer Programs

Chapter 4 Data Transfer System

Chapter 5 Exporting Data to other Applications Software

Introduction describes overall structure of this manual while Chapter 1 explains the structure of the questionnaires which were used during the second trial survey between October and December of 2005. Chapter 2 explains the process of data input which is transferring the data from hard copy questionnaire to the computer software being prepared by General Statistics Office (GSO). Chapter 3 describes error checking method and computer programs being developed to check these errors in the software. Chapter 4 describes how to transfer the data to GSO, which was integrated by PSO/DSO. Chapter 5 thoroughly explains how to transfer the data from data base software to other application software such as MS Excel for further analysis of the statistics data.

The software being used for data input in this project is made and modified from MS Visual FoxPro, of which the relational database software commonly used as data handling and analytical tool for statistics data in the developing countries.

Finally this manual contains series of Annex which are directly related with the database structure to keep the process of development. Annex consists from the followings;

Annex 1: DATABASE DESIGN SHEET

Annex 2: List of Tables Files

Annex 3: File Structure of IIP 2005

Annex 4: List of Provincial Codes

## **Chapter 1     Structure of the Questionnaire**

### **1. Structure of the Questionnaire**

#### **1.1 Entire Page of the Questionnaire**

The questionnaire of MSMIP comprised from 4 portions; of which Portion 1, 3, and 4 are common in contents to all questionnaires of 48 sub-sectors which is shown in Table 1-1, while Portion 2 is dedicated and applicable to each sub-sector. Figure 1-1 of the following page shows entire page of a questionnaire and from Figure 1-2 to Figure 1-5 shows each portion of the questionnaire respectively.

**Figure 1-1 Entire portion of the questionnaire (Manufacturer of grain mill products)**

QUESTIONNAIRE NO: OD05 - 1531  
 Issued by General Statistics Office  
 Deadline: 12th of the Month

**QUESTIONNAIRE FOR TRIAL SURVEY II  
 MONTHLY SURVEY OF MAJOR  
 INDUSTRIAL PRODUCTS**

**APPLIED TO INDUSTRY: 1531  
 - Manufacturer of Grain Mill Products -**

For Use of PSC  
 \_\_\_\_\_  
 Province      District      Commune      Enterprise  
 [ ]

1-1. Enterprise Name \_\_\_\_\_ 5. Respondent \_\_\_\_\_

1-2. Name of Establishment\* \_\_\_\_\_  
 \* Case name of the establishment is same as the enterprise name, leave this space blank.

2. Tax Code \_\_\_\_\_

3. Address \_\_\_\_\_

4. Type of enterprise (Check one) 4-1  Central State 4-2  Local State 4-3  Foreign Investment 4-4  Non - State

6. Phone number \_\_\_\_\_ Area Code \_\_\_\_\_ Direct Number \_\_\_\_\_

7. Reference month \_\_\_\_\_ of Year 2005

See backside for instruction →

**I. Information on Products**

Order	Name of Products	Unit	Quantity				Value	Quantity
			8. Production of reference month	9. Shipment of reference month	10. Internal Consumption	11. Ending Inventory of reference month	12. Shipment Value of reference month (Million Dong)	13. Projected Production of this Month
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Ground and Polished Rice	Ton						
<b>Cereal Flours</b>								
2-1	Wheat flour	Ton						
2-2	Rice flour	Ton						
2-3	Corn flour	Ton						
2-4	Flour from all kinds of bean	Ton						
3	Potato, Casava Flour	Ton						
4	Other kinds of Flour	Ton						
<b>Other Products (Please specify)*Please list three major products in maximum and indicate their units other than above industry product groups if producing in the same establishment (if not available, leave this space blank)</b>								
5-1								
5-2								
5-3								

**II. Remarks (Please describe if there were any causes resulting in difference comparing with the previous month)**

14. Respondent's Signature \_\_\_\_\_ 15. Head of Establishment \_\_\_\_\_ 16. Date signed by the Head of Establishment \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Portion 1

Portion 2

Portion 3

Portion 4

## 1.2 Portion 1 of the Questionnaire

Figure 1-2 shows the Portion 1 of the questionnaire. The portion is mainly divided into two sub-portions; portion only for use of PSO and others which should be filled out by the targeted respondents or enterprises.

In the gray colored which appears right corner of the Figure 1-2, enumerators of each PSO should fill out name of the enumerator, and applicable codes of province, district, and commune respectively. Enterprise code in the same sub-portion will be numbered automatically by the computer.

Figure 1-2 Portion 1 of the questionnaire

QUESTIONNAIRE NO. CD05- 1531  
 Issued by General Statistics Office  
 Deadline: 12th of the Month

QUESTIONNAIRE FOR TRIAL SURVEY II  
 MONTHLY SURVEY OF MAJOR  
 INDUSTRIAL PRODUCTS

**APPLIED TO INDUSTRY: 1531  
 - Manufacturer of Grain Mill Products -**

1-1. Enterprise Name

1-2. Name of Establishment\*   
\* Case name of the establishment is same as the enterprise name, leave this space blank

2. Tax Code

3. Address

4. Type of enterprise  
 (Check one) 4-1  Central State 4-2  Local State 4-3  Foreign Investment 4-4  Non-State

5. Respondent

6. Phone number

7. Reference month  of Year

Side instruction

For Use of PSO

Should be filled out by the respondents

The latter sub-portion in the portion 1 should be filled out by the respondents. Those are the followings;

(1) Name of Enterprise

Respondents are to write down the name of enterprise as in business license.

(2) Name of Establishment

In case the targeted unit/respondent is establishment under a particular enterprise, respondents are to write down the name of establishment as in establishment decision.

(3) Tax code

Respondents are to write down 10-digit tax code in case of enterprise and 13-digit tax code in case of establishment as granted by tax office.

(4) Address

Respondents are to write down address of the establishment indicating all including street number, commune, district, and province/city.

(5) Type of Enterprise

Respondents are to select the type of enterprise by checking one.

(6) Respondent

Respondents are to write the name of a individual who filled out this questionnaire.

(7) Phone Number

Telephone number including area code and direct number of the respondent should be filled out.

(8) Reference Month

Reference month of the survey period should be filled out by the respondents.

### **1.3 Portion 2 of the Questionnaire**

(1) Production Quantity of reference month

Respondents are to report the quantity of production of the reference month for each listed products (excluding work-in-process). The items to be responded include products that directly produced by the establishment with its own material. It also includes the products of which establishment produced for other establishments.

(2) Shipment Quantity of reference month

Respondents are also to fill out the quantity of shipment of the reference month for each listed products. The item only includes quantity of products directly shipped by the establishment that are produced in the establishment and does not include quantity of the products directly shipped by the establishment that are produced by other establishments with survey establishment' s material. Note that the shipment quantity does not include internal consumption.

(3) Internal Consumption

Respondents are to report quantity of internal consumption of the reference month for each listed products. The item is quantity of finished products that are consumed in the establishment as material or as intermediate goods to make new production. (This item does not include



quantity of products produced by other establishment with the survey establishment's material which are internally consumed).

(4) Ending Inventory Quantity of reference month

Respondents should report quantity of ending inventory at the end of reference month for each listed products (excluding work-in-process and products which are produced by other establishments by survey establishment's material). The item only includes finished products that exits in warehouses or other stockyards owned or rented by the establishment.

(5) Shipment value of reference month (Million Dong)

Respondents should report shipment value of each listed finished products.

Shipment value is the shipment quantity multiplied by the shipment price where definition of shipment quantity. The shipment value is calculated on the basis of sale invoice (excluding VAT).

(6) Projected Production Quantity for the ensuing month

Respondents are to report quantity of projected production for next month of the reference month for each listed products. Explanation for the above Item No 8 "Production Quantity" should be referred.

**Figure 1-3 Portion 2 of the questionnaire**

I. Information on Products												
Order	Name of Products	Unit	Quantity				Value		13. Pro thi			
			8. Production of reference month	9. Shipment of reference month	10. Internal Consumption	11. Ending Inventory of reference month	12. Shipment Value of reference month (Million Dong)					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)					
1	Ground and Polished Rice	Ton										
<b>Cereal Flours</b>												
2	2-1 Wheat flour	Ton										
	2-2 Rice flour	Ton										
	2-3 Corn flour	Ton										
	2-4 Flour from all kinds of bean	Ton										
3	Potato, Casava Flour	Ton										
4	Other kinds of Flour	Ton										

### 1.4 Portion 3 of the questionnaire

#### (1) Other products

Figure 1-4 shows the Portion 3 of the questionnaire. The respondents should indicate the name of the products along with the units in case the establishment is producing products than products shown in the Portion 3. Other products are limited to 3 major products currently produced in the establishment.

**Figure 1-4 Portion 3 of the questionnaire**

Other Products (Please specify)*Please list three major products in maximum and indicate their units other than above industry product groups if producing in the same establishment (if not available, leave this space blank)									
5	5-1								
	5-2								
	5-3								

### 1.5 Portion 4 of the questionnaire

Figure 1-5 shows the Portion 4 of the questionnaire. The portion is mainly divided into two sub-portions; the portion that should be filled out the respondent's comment and others which should be filled out and signed by the targeted respondents or enterprises.

#### (1) Remarks

Respondents are to describe if there were any causes resulting in difference of production comparing with the previous month. Encoders of the questionnaire at either PSO or DSO should input these comments in the screen. The comments are read at GSO for further reference or analysis of the data.

#### (2) Respondent's Signature

Respondents should provide a signature of his/her own. Encoders are obligated to confirm the signature, and notify enumerators so. Case there was no signature of the respondents, enumerators should hand in the questionnaire to the respondents and request for the signature.

#### (3).Signature of the Head of Establishment

A signature of the head of establishment should be provided. Encoders are obligated to confirm the signature, and notify enumerators so. Case there was no signature of the respondents, enumerators should hand in the questionnaire to the respondents and request for the signature.

(4) Date signed by the Head of Establishment

Respondents should provide the date signed by the head of establishment. Encoders are obligated to confirm the date, and notify enumerators so. Case there was no date of the respondents, enumerators should hand in the questionnaire to the respondents and request to fill out this portion.

**Figure 1-5 Portion 4 of the questionnaire**

II. Remarks (Please describe if there were any causes resulting in difference comparing with the previous month)

14. Respondent's Signature

15. Head of Establishment

16. Date signed by the Head of Establishment

Signature

Signature

Date

The diagram shows a rectangular form with a large empty box for remarks at the top. Below this are three horizontal lines for signatures and dates. Red arrows point to the left side of the remarks box, and three red arrows point upwards to the signature and date lines.

## Chapter 2 Users Guide of the Data Input Software for the Monthly Index of Industrial Production (IIP) Survey

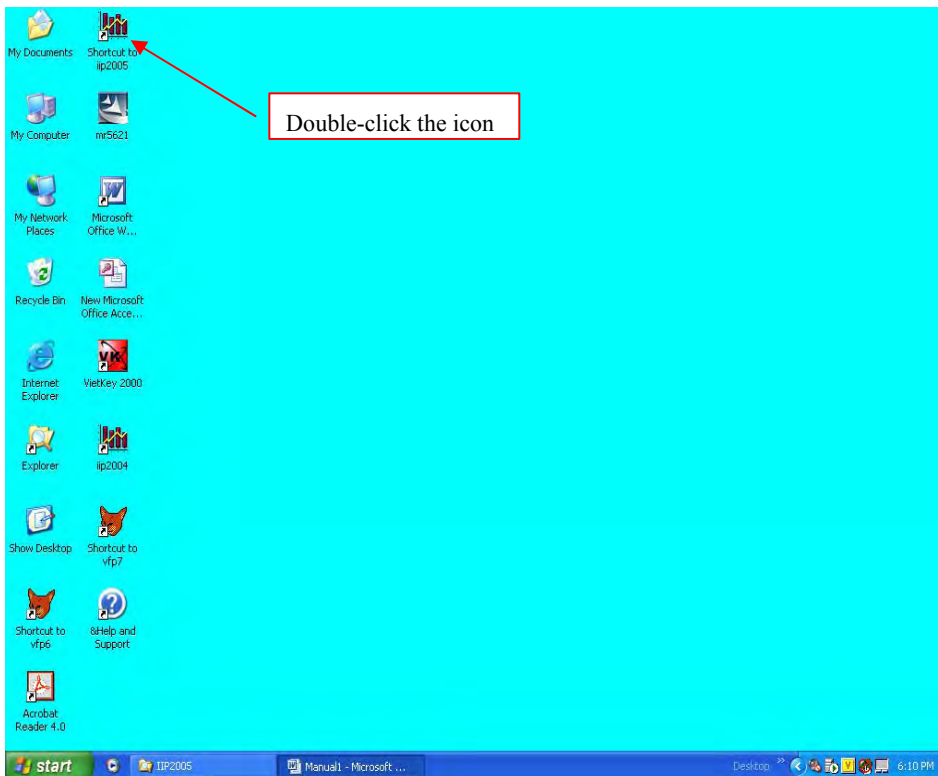
### 2.1 Booting the System

Two processes can be taken for booting of input software for monthly index of industrial production survey; one way from the short-cut of desktop screen and the other from the explorer.

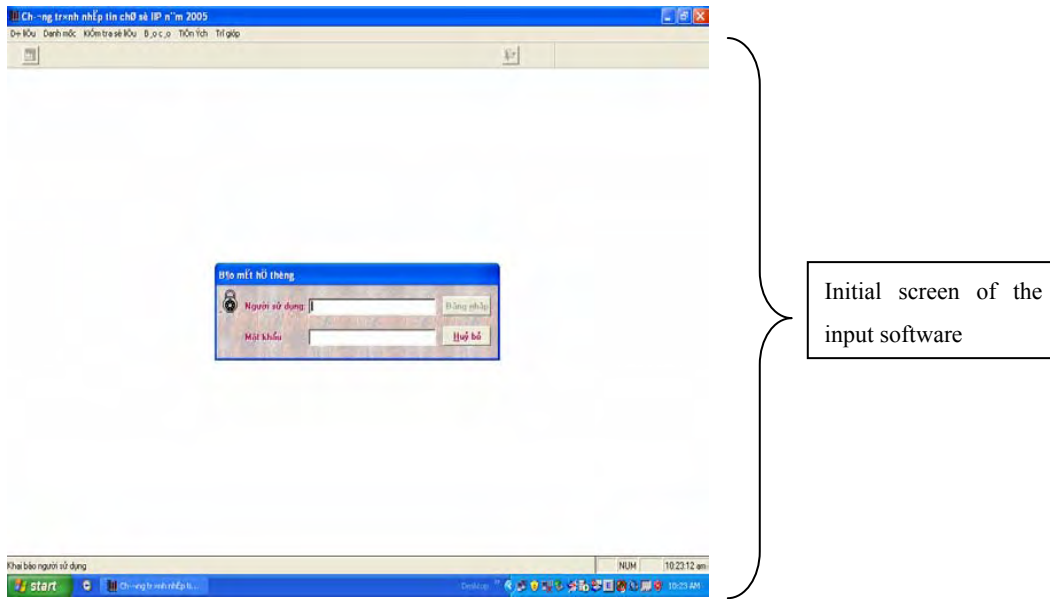
#### 2.1.1 Booting from the Desktop

Following is a typical initial screen that users are able to get when they turn the switch on of their computer. It is identical that the desktop screen varies depending on users of the computer, however, the following screen has been used as a one of the typical screen in this manual.

To boot data input software for the monthly index of industrial production (IIP) survey, double-click "**Shortcut to iip2005**" icon to get the first screen of the software as shown in the following desktop screen and the first screen.

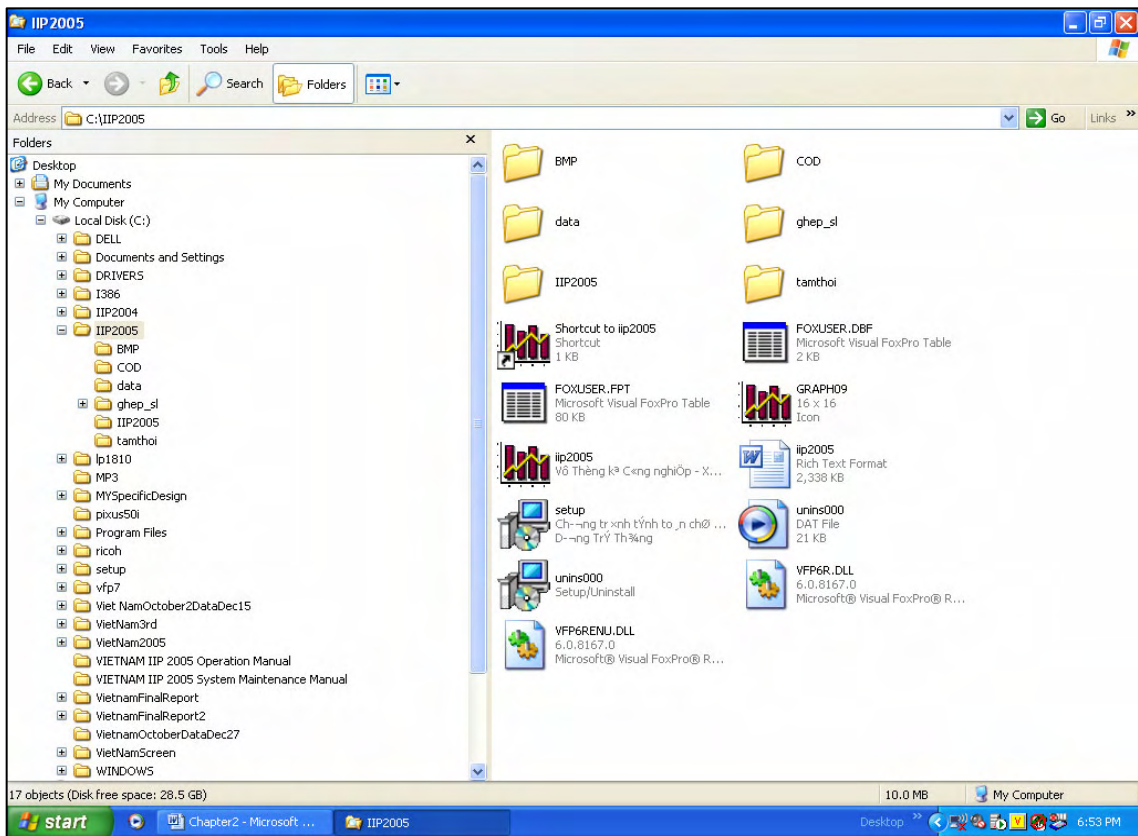


After double-clicking of the icon, the user will get the first screen of the input software which is shown in the following page.

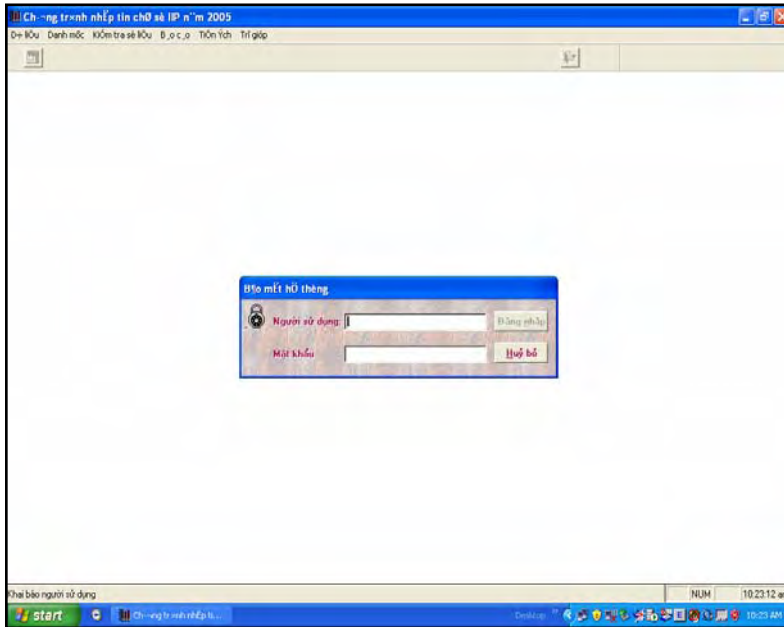


### 2.1.2 Booting from the Explorer

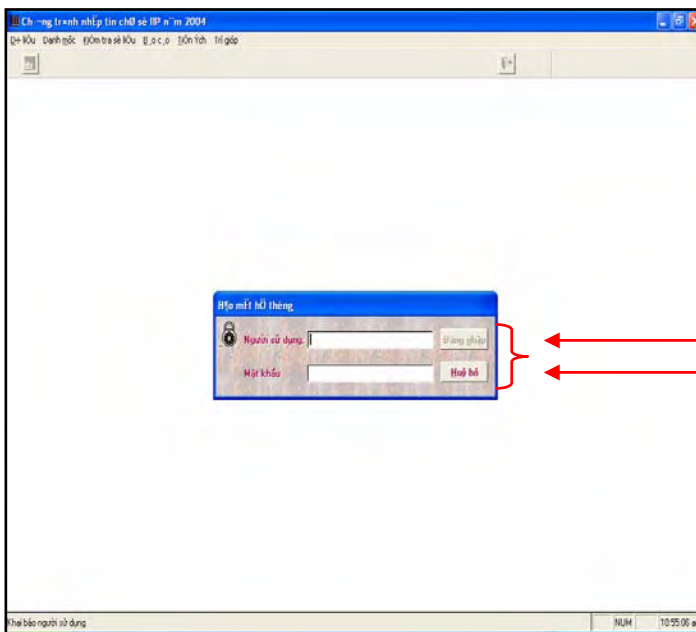
In the explorer and under the **“c: Local Disk”** of the operator’s PC, there is a subfolder named **“IIP 2005”**. The operator will be able to boot the data input program for monthly index of industrial production Survey. Under **“IIP 2005 subfolder”**, there is a **“IIP 2005”** icon shown in the followings;



To boot the system from **“Explorer”**, operators should double-click **“IIP logo”**, which is shown in above enlarged log, with left button of the mouse to boot the program. The screen shown below is the booting screen of the program. (Note that the screen is the same shown in Page 2.)

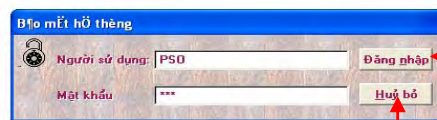
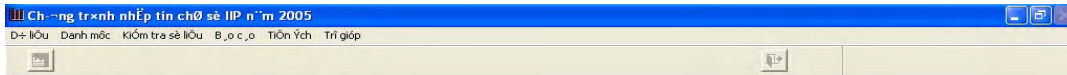


Login process to the data input screen program is classified into two authorizing process depending on who is authorized to access to the program. If the authorized person is belong to a staff of PSO, the login ID which consists from User Name and Pass word will be **“PSO”** in capital letter and if the person is belong to GSO login ID will be **“GSO”** respectively.



For PSO staff, input the followings in capital letter.  
 User name: PSO  
 Password: PSO  
 For GSO staff, input the followings in capital letter.  
 User name: GSO  
 Password: GSO

The following screen shows the process explained above task. After users name and password has been encoded, click “**OK**” button in the screen to get the program booting screen shown below.



1) Click OK button.

2) Click Cancel button to cancel the process.

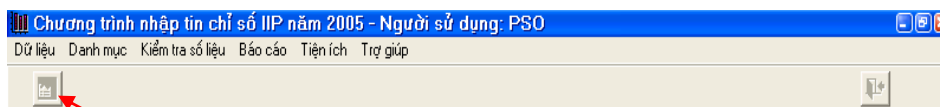


Please note that after the users logged in to the program and if users haven't defined the Province/City Code in the first login, the program will ask the user input those codes. If the users need to input such information as other provinces or cities, select the function “Utility/Province/City Code Definition” which will be explained in the latter section of this Chapter, or refer to Annex 1 of this manual for more detail. Also note that to login first time, the users are able to use 2 users, PSO and GSO.

### 2.1.3 Structure of the Screen

#### (1) Initial Screen

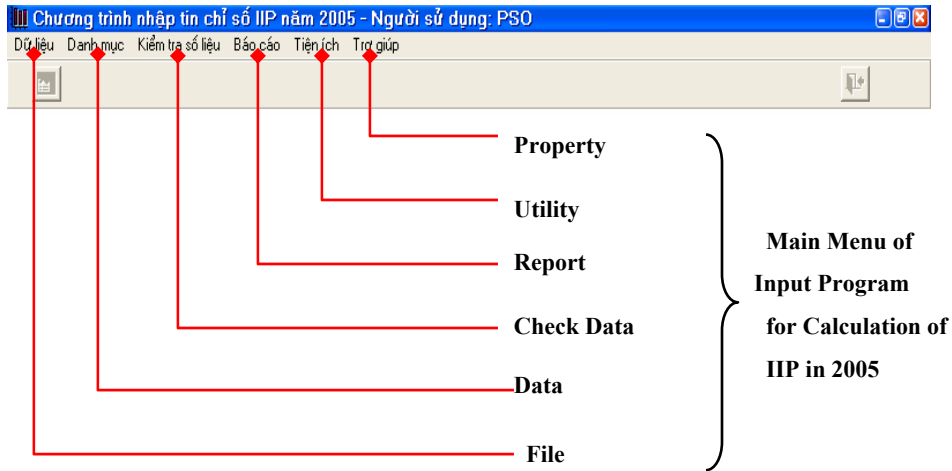
Following is the initial screen to appear to the users after login process taken by the operators/users. The initial screen has no functions itself, but has only interface function between the users and the software in which the users intend to operate any functions of the software. For data input of the monthly survey, users are able to go into the input screen by clicking an icon which is shown in the upper left corner of the initial screen.



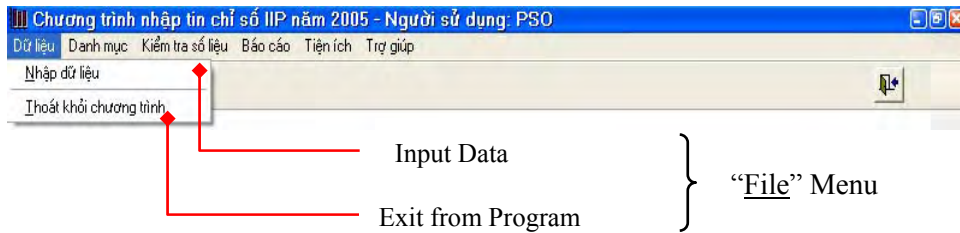
Click the icon to go into input screen of monthly survey

(2) Tool Bars

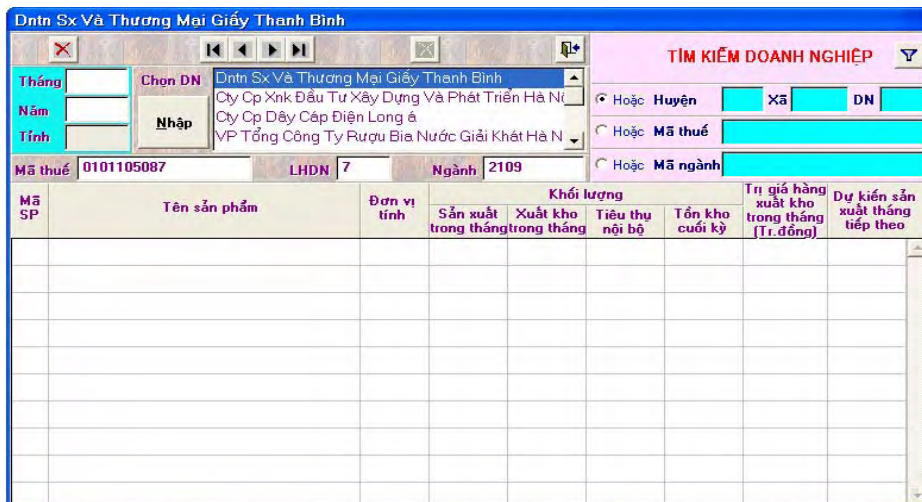
The screen shown below is the tear off portion of above screen that contains 6 tool bars, so that the users are able to choose which tasks they are intending to operate. Overall functions of each tool bar and sample screens are explained and showed in the followings.



1) “File” Tool Bar

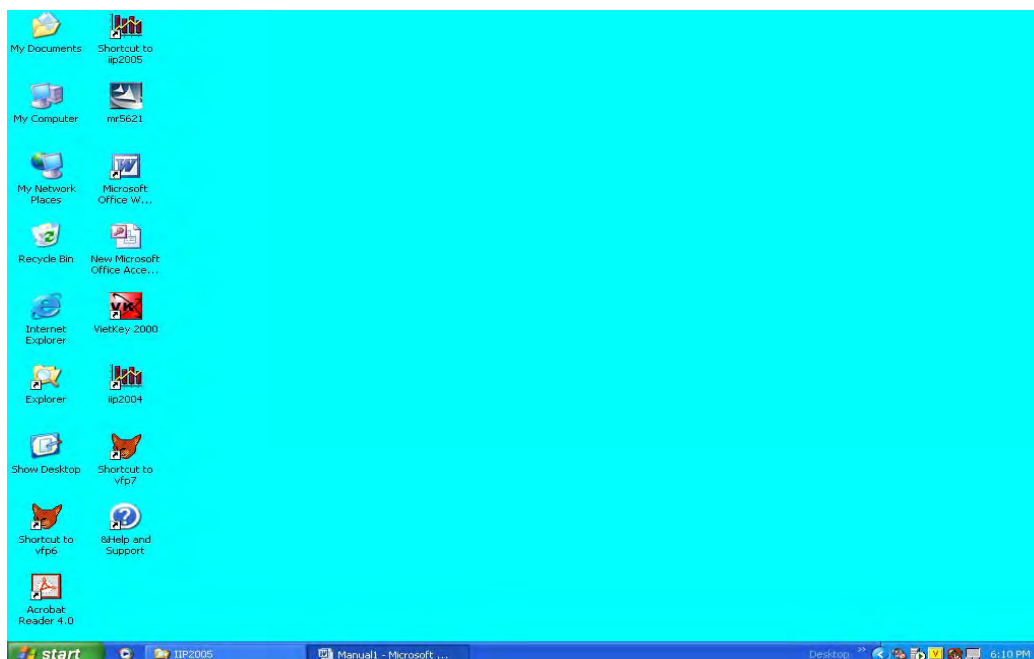


“**Input data**” command : Has functions to open the data input screen. It is the basic menu to be operated by both PSO/DSO personnel to for inputting the data after collection of the questionnaire. Please note that screens have been simplified and all tool bars are erased to save the space of this operation manual.

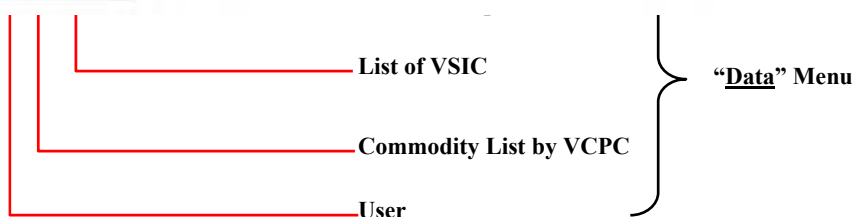
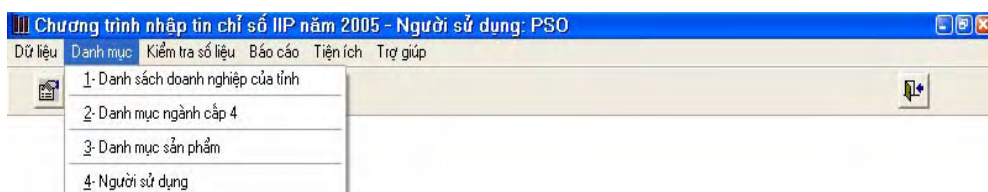





“**Exit from Program**” command bar : By clicking this tool bar, the screen goes back to original Windows screen such as shown below.




## 2) “Data” Tool Bar



### “**List of enterprise**” command:

The screen shown below is the list of enterprise/establishment in Hanoi province, as an example, surveyed during the second trial survey. For adding of the enterprise/establishment, users are to click  icon which is shown in the upper corner of the screen.

“List of enterprise screen

Click  icon and wait until the screen below shows up.

**Danh sách doanh nghiệp**

Mã DN: 1    Tên DN: Dntn Sx Và Thương Mại Giấy Thanh Bình

Địa chỉ: 33 Tân Ấp    Mã số thuế: 0101105087

Mã Tỉnh: 01    Mã Huyện: 001    Mã Xã: 000    Thành phố Hà Nội - Quận Ba Đình - Phường Phúc Xá

LHDN: 7

Ngành: 2109    Ngành sản xuất giấy và sản phẩm từ giấy và bìa chưa được phân vào đâu

Số điện thoại: 0290935    Fax:

**DANH SÁCH DOANH NGHIỆP**

Mã DN	Tên doanh nghiệp	Mã thuế	Địa chỉ	Tỉnh
1	Dntn Sx Và Thương Mại Giấy Thanh Bình	0101105087	33 Tân Ấp	01
1	Cty Cp Xnk Đầu Tư Xây Dựng Và Phát Triển	0101331745	11 Nguyễn Khắc Nhu	01
2	Cty Cp Dây Cáp Điện Long Á	0101304910	1b Trần Tế Xương	01
1	VP Tổng Công Ty Rượu Bia Nước Giải Khá	0101376672	183 Hoàng Hoa Thám	01
2	Công Ty TNHH Figra Việt Nam	0101206991	Số 11 Ngách 12/21 Đào Tấn	01
1	Công Ty Cổ Phần Traphaco	0100108656	75 Yên Ninh	01

**Danh sách doanh nghiệp**

Mã DN:    Tên DN:    Mã số thuế:    Tỉnh Bắc Ninh

Mã Tỉnh: 27    Mã Huyện:    Mã Xã:    Sai mã ngành

LHDN:    Số điện thoại:    Fax:    Ngành:    Sai mã ngành

**DANH SÁCH DOANH NGHIỆP**

Mã DN	Tên doanh nghiệp	Mã thuế	Địa chỉ	Tỉnh
1	CTy Kính Đáp Cầu	2300100471	Cổ Mễ	27
2	CTy Hoàng Long	2300125187	9 Khu 6	27
3	CTy Đóng Tàu Hà Vinh	2300124916	125 Lý Thường Kiệt Khu 6	27
1	Nhà Máy Thuốc Lá Bắc Sơn	2300101644	Khu I	27
1	CTy Máy Đáp Cầu	2300102398	Khu 6	27

Fill out all applicable portion in the screen.

To delete the enterprise, the following process should be taken.

**Danh sách doanh nghiệp**

Mã DN: 1    Tên DN: Cty Kinh Đáp Cầu

Địa chỉ: Cổ Mễ    Mã số thuế: 2300100471

Mã Tỉnh: 27    Mã Huyện: 256    Mã Xã: 091    Tỉnh Bắc Ninh - Thị xã Bắc Ninh - Phường Vũ Ninh


LHDN: 1

Ngành: 2610    Ngành sản xuất thủy tinh và các sản phẩm từ thủy tinh

Số điện thoại: 821369    Fax: 821507

**DANH SÁCH DOANH NGHIỆP**

Mã DN	Tên doanh nghiệp	Mã thuế	Địa chỉ	Tỉnh
1	Cty Kinh Đáp Cầu	2300100471	Cổ Mễ	27
2	Cty Hoàng Long	2300125187	9 Khu 6	27
3	Cty Đóng Tàu Hà Vinh	2300124916	125 Lý Thường Kiệt Khu 6	27
1	Nhà Máy Thuốc Lá Bắc Sơn	2300101644	Khu 1	27
1	Cty May Đáp Cầu	2300102398	Khu 6	27
1	Cty Tiến Minh	2300234098	404 Đường Ngô Gia Tự	27

Point the arrow of the mouse and highlight the company to delete and click  button to delete.

“**List of VSIC**” tool bar command

The screen shown below is the list of VSIC stored in the software.

“List of VSIC screen”

**Danh mục ngành cấp 4 (VSIC)**



Mã ngành: 1512

Tên ngành: Ngành chế biến, bảo quản thủy sản và sản phẩm từ thủy sản

Được chọn điều tra IIP

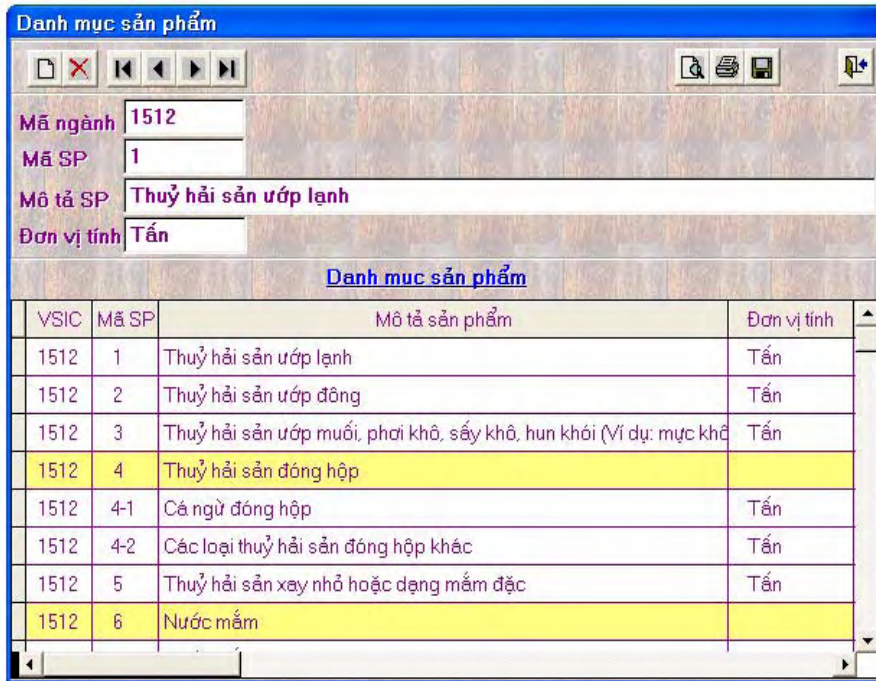
**Danh mục ngành cấp 4 (VSIC)**



Mã	Điều tra	Mô tả ngành
1512	<input checked="" type="checkbox"/>	Ngành chế biến, bảo quản thủy sản và sản phẩm từ thủy sản
1514	<input checked="" type="checkbox"/>	Ngành sản xuất dầu, mỡ động vật thực vật
1520	<input checked="" type="checkbox"/>	Ngành sản xuất sản phẩm bơ, sữa
1531	<input checked="" type="checkbox"/>	Ngành xay xát, sản xuất bột thô
1533	<input checked="" type="checkbox"/>	Ngành sản xuất thức ăn gia súc
1542	<input checked="" type="checkbox"/>	Sản xuất đường
1544	<input checked="" type="checkbox"/>	Sản xuất các sản phẩm khác từ bột
1549	<input checked="" type="checkbox"/>	Sản xuất các thực phẩm khác chưa phân vào đâu

To add or delete the list from above screen, the same process indicated above process should be taken using  and  icon.

**“Commodity List by VCPC” command**

**“Commodity List by VCPC command” screen**

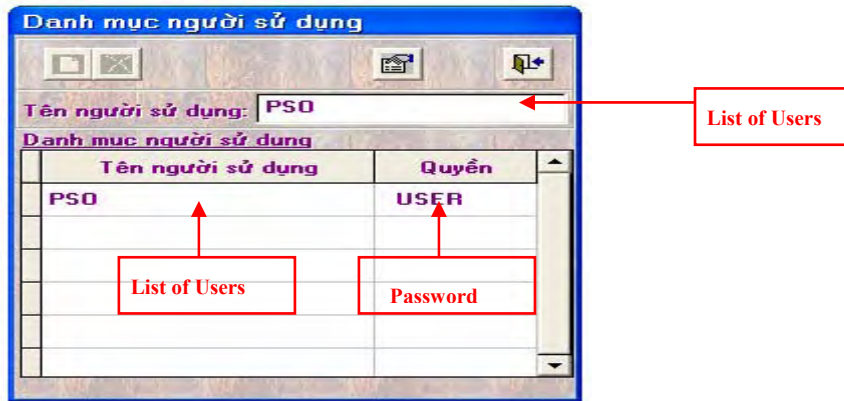


To add or delete the list from above screen, the same process indicated above process should be taken using  and  icon.

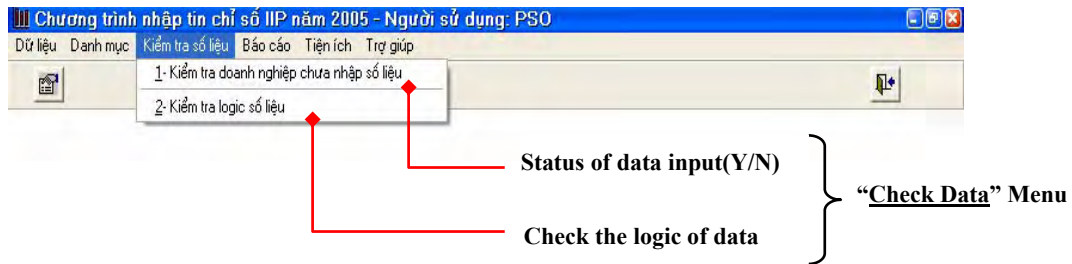
**“User” command**

Name of users are listed in the user command screen identifying name of staff and organization the user belongs to. If the user belongs to PSO, name of PSO appears to be in the list of users and the organization that the user belongs to.

“User command” screen

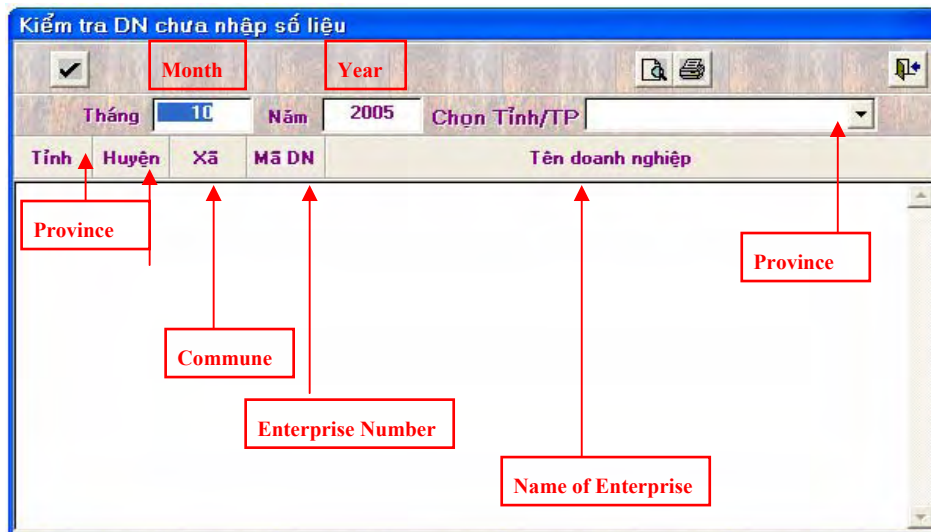





### 3) “Check Data” Tool Bar






Check data tool bar is consisting from two tasks; status of data input and check the logic of data functions. Each functions are the followings;

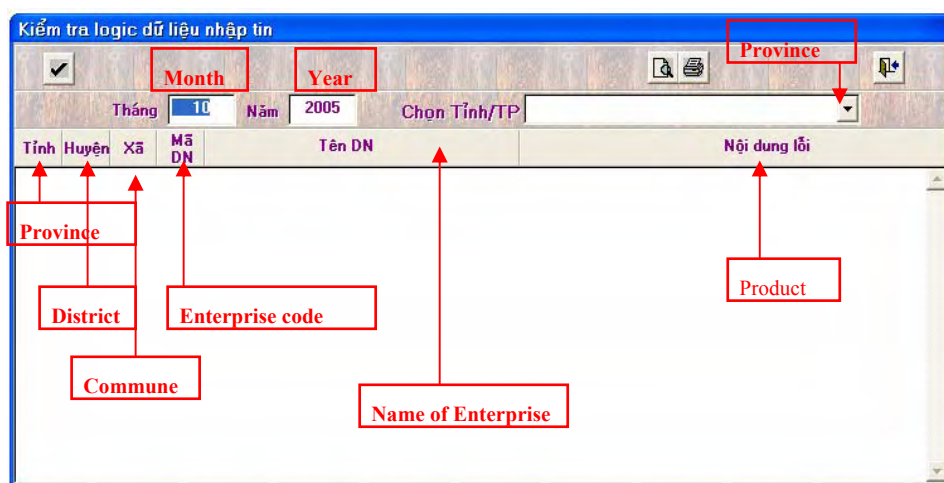
“Status of data input(Y/N)” command:



Checks whether all data are input or not. This checks all enterprises/establishment's status of data input. If the user input month, and year manually, and input name of province by pull down menu shown in above screen all information of which the data has not been input appears in the screen. For other tasks in this task menu, select the month, year, and click on the button “*Check*”  or click button “*Print Preview*”  for printing , or “*Print*”  for printing.

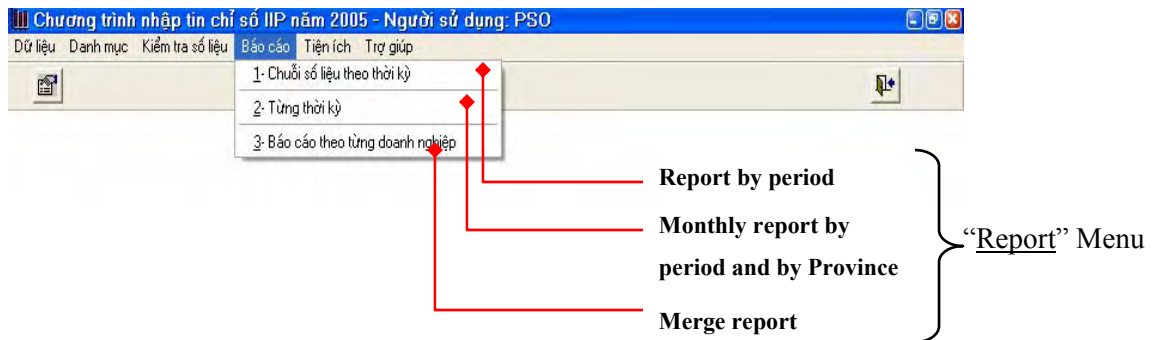
Check the logic of data command task helps the user and program manager to know which enterprises which have been inputted data are invalid or logically incorrect after input and processing of the data. To operate this task users are to input the reference month and year manually and name of the province from the pull down menu shown in the screen below. For other tasks in this task menu, select the month, year, and click on the button “*Check*”  or click button “*Print Preview*”  for printing , or “*Print*”  for printing.

“Check the logic of data” command :



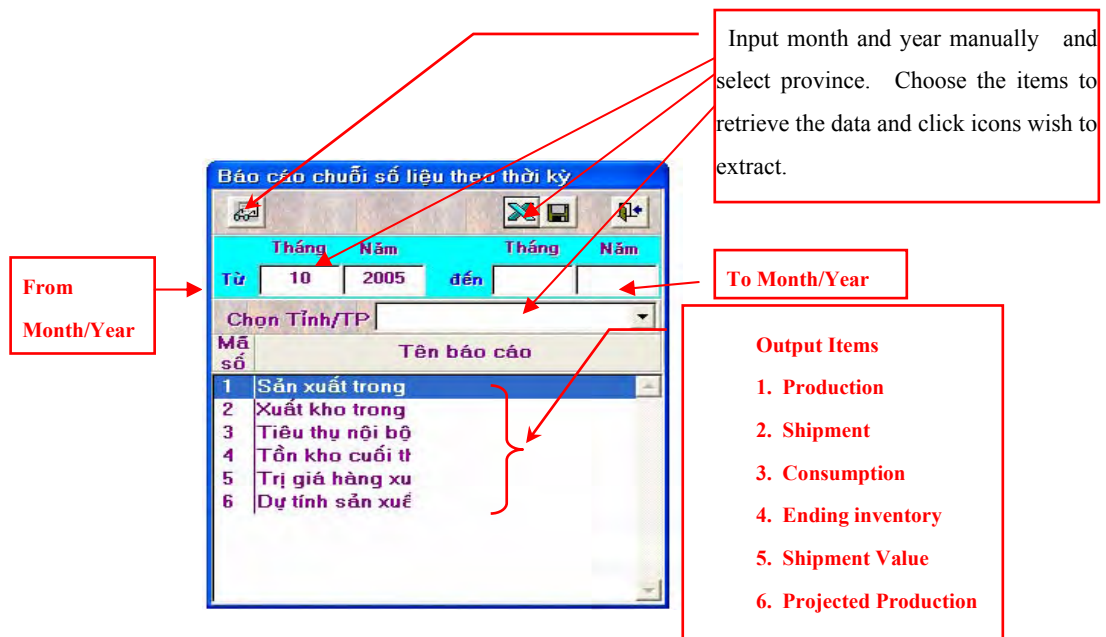
#### 4) “Report” Tool Bar

Report tool bar has three major functions. Each rolls major functions in the software particularly when having major interface with the user by operating other software applications, particularly with MS-Excel for further analysis such as making index. Major tasks in this toolbar includes report by period, monthly report by period and by province, and merge report.



**“Report by period”** command:

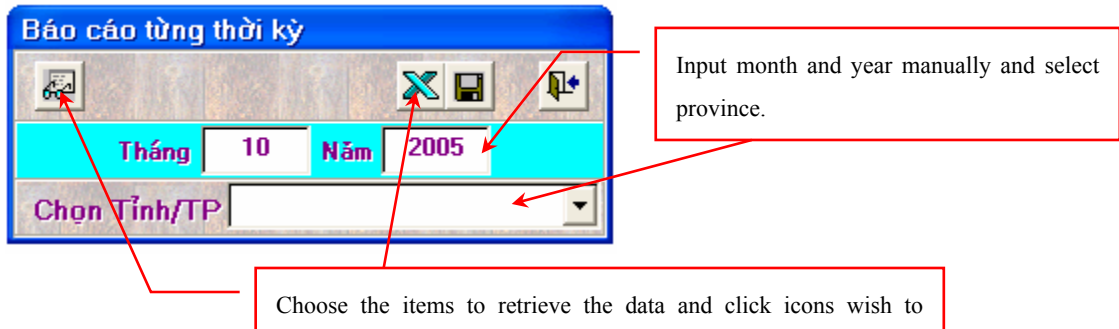
This reports the results of series data by indicating certain time of period in certain province by indicating output items such as production, shipment, consumption, ending inventory, shipment value, and projected production. There are two methods to retrieve the data; one to Excel and the other to FoxPro data file. The former retrieval process takes a while compare with the latter method. The former process which is exporting to Excel is for further analysis of data such as index calculation, while the latter is used for quick review of the data.



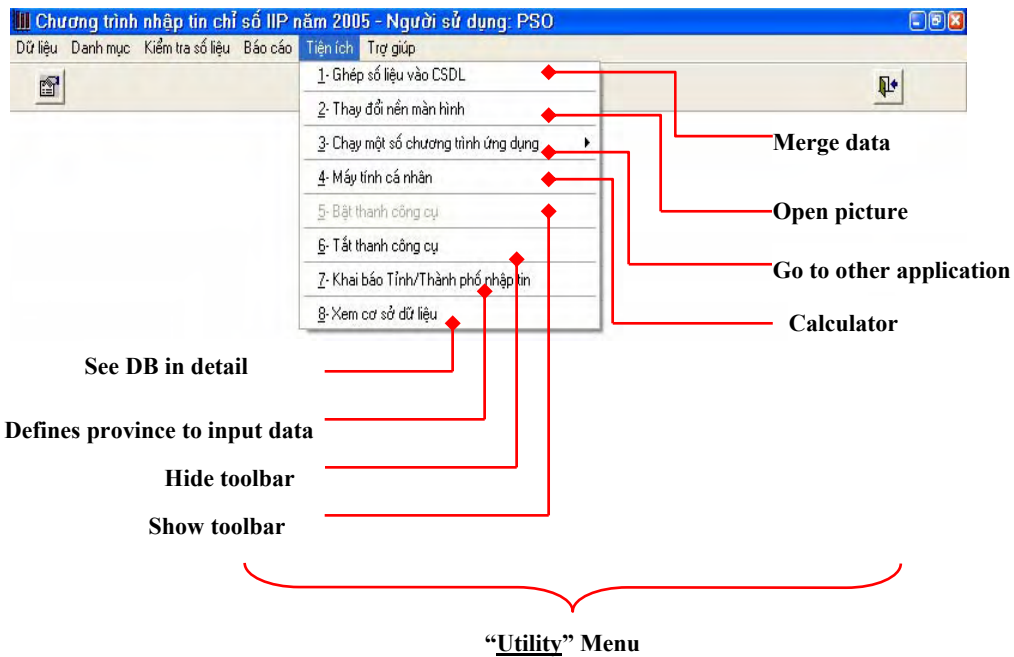
**“Monthly report by period and by Province”** command:

This reports the results of series data by indicating certain time of period in certain province by indicating output of all items surveyed. There are two methods to retrieve the data; one to Excel and the other to FoxPro data file. The former retrieval process takes a while compare

with the latter method. The former process which is exporting to Excel is for further analysis of data such as index calculation, while the latter is used for quick review of the data.



5) “Utility” Tool Bar



“Merge data” command

The utility program is used when the software was installed in different computer. And when unifying these database installed in different computers, original files are to be stored in a manager computer under folder name “*ghep\_slPC01*” of the manager computer.


The file **D** and file **S** are described in the below example.

**Example:** Database of December 2005 of province 01 has 2 files such as:


- *D20051201.dbf* (Named as file **D**)

- *S20051201.dbf* (Named as file **S**)

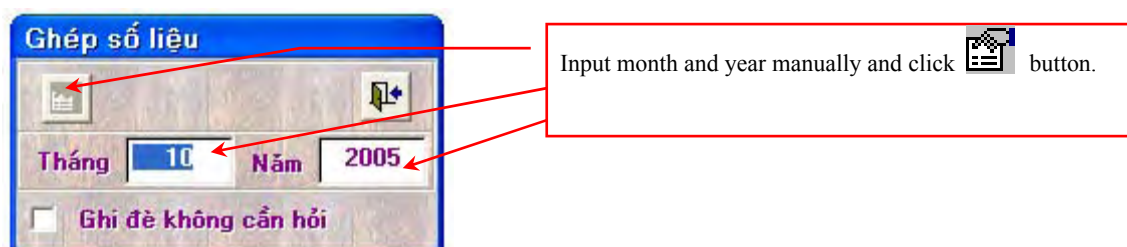


If you inputted data in two computers, copy these two files to folders: *ghep\_slPC02*, *ghep\_slPC03*. And then run this function. Select month, year, and then click on the button “Merge Data” . The program will get data automatically from database of other computers to put into database of the manager computer. When the merging process is finished, the program will delete all the files in the folder “*ghep\_sl*”.

Maximum number of computer for one merging one file into the host computer is 99 unit of PC. The program automatically creates folders *ghep\_sl* và *ghep\_slPC01*, *ghep\_slPC02*.and so on.

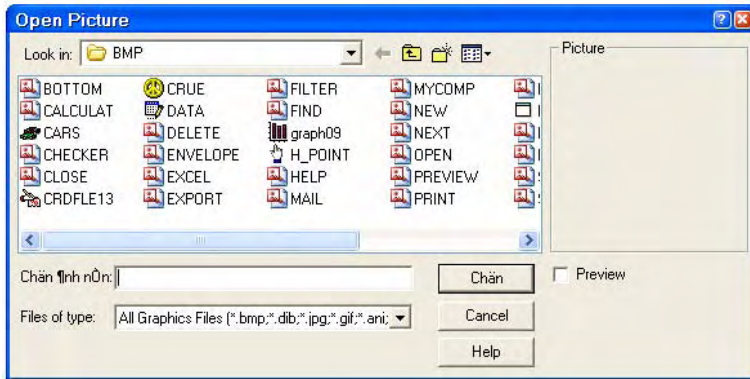
In case the data in the manager computer is not used for merging data, copy data files of computer *PC01* to the folder *DATA*, and copy data files from other computers to the following folders one by one *ghep\_slPC02*, *ghep\_slPC0*. And then run this function. Select month, year, and then click on the button “Merge Data” . The program will get data automatically from database of other computers to put into database of the manager computer. When merging process is finished, the program will delete all the files in the folder “*ghep\_sl*”.

Users are able to select or can not select “*Override without asking*”. If user select “*Override without asking*”, the data will be overridden automatically without asking the user whenever double data occurs. This function helps you to avoid to create data duplication.



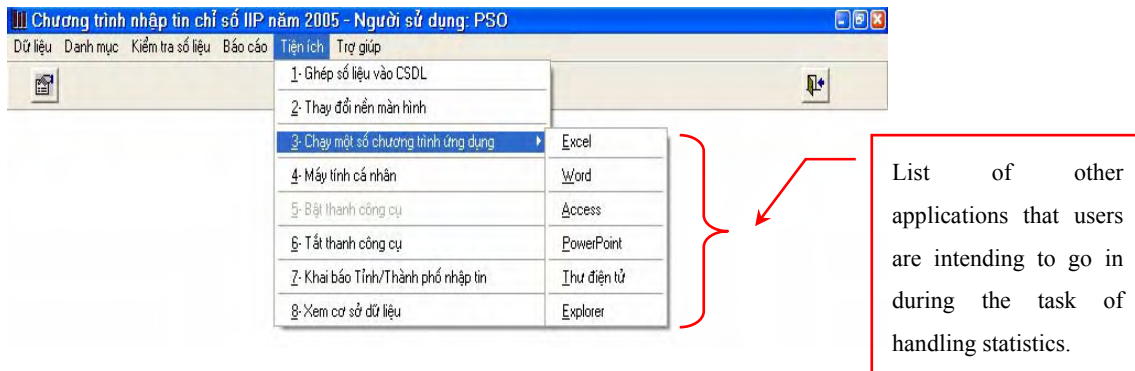
#### “Open picture” command

As part of auxiliary function of the software program, users are able to change screen picture designs, background of desk top designs using this function. For users reference, open BMP files, which is named “Open Picture” under IIP 2005 folder in the Explorer.



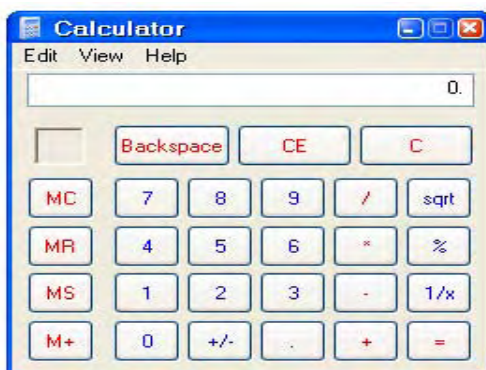
**“Go to other application” command**

When the users are intending to other business application during the process of operation of this monthly statistics analysis software, users are able to access these applications by clicking the application shown in the screen below; such as Excel, Word, Access, PowerPoint, E-mail, and Explorer under windows task.



**“Calculator” command**

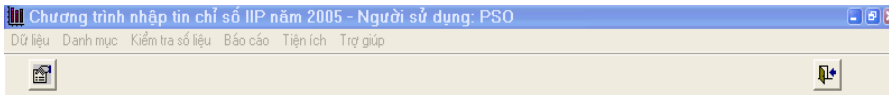
Users are able to use “calculator” which is one of the auxiliary of the Windows application during the process of inputting data and/or operation of monthly statistics analysis.



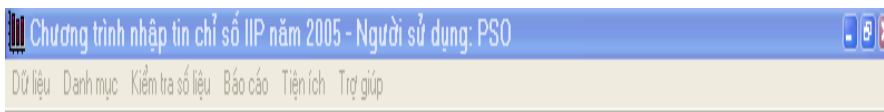
“**Show toolbar**” command and “**Hide toolbar**” command:

By choosing either tool bar, users are able to get the following two screens shown below. This function might be able to be a help during the process of task change between analytic process and data input process by the users.

“**Show toolbar**” screen

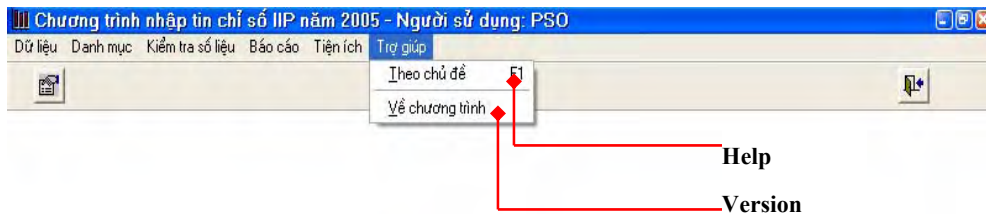


“**Hide toolbar**” screen



“**See DB in detail**” command:

6) “Property” Tool Bar



“**Help**” command:

This functions as online help during the trouble shooting of software operation. Currently this portion is still under construction, however should be gradually completed during the operation when facing any troubles on not for only software program itself but for other related problem solutions.

“**Version**” command:

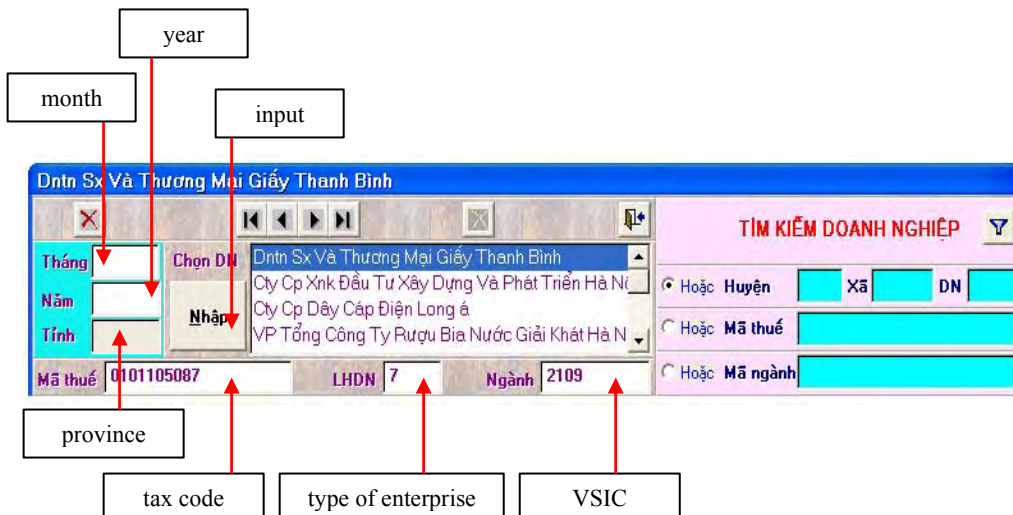
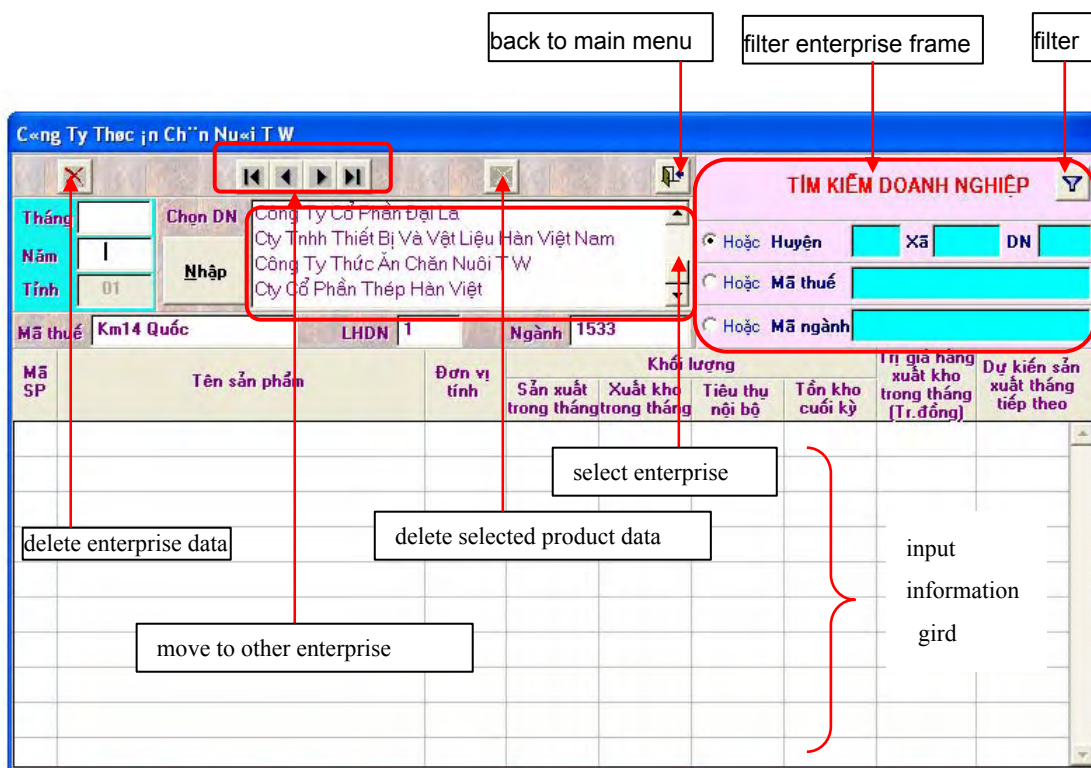
This command tells users the number of version. Current version of the software program is Version 1 and should be upgraded each time when the software attached new functions or modification took place.

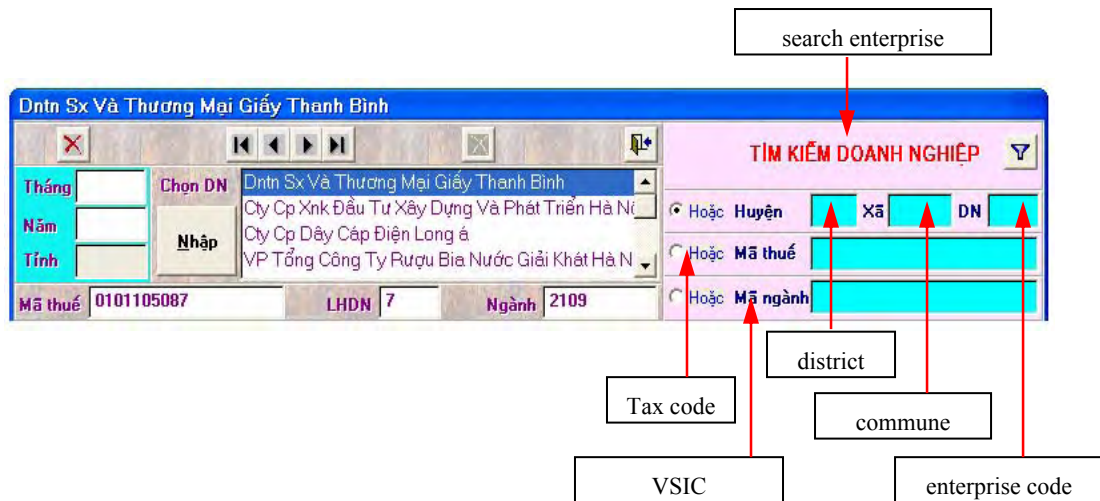


## 2.1.4 Structure of Input Screen

### (1) Structure and Overall Function of Input Screen

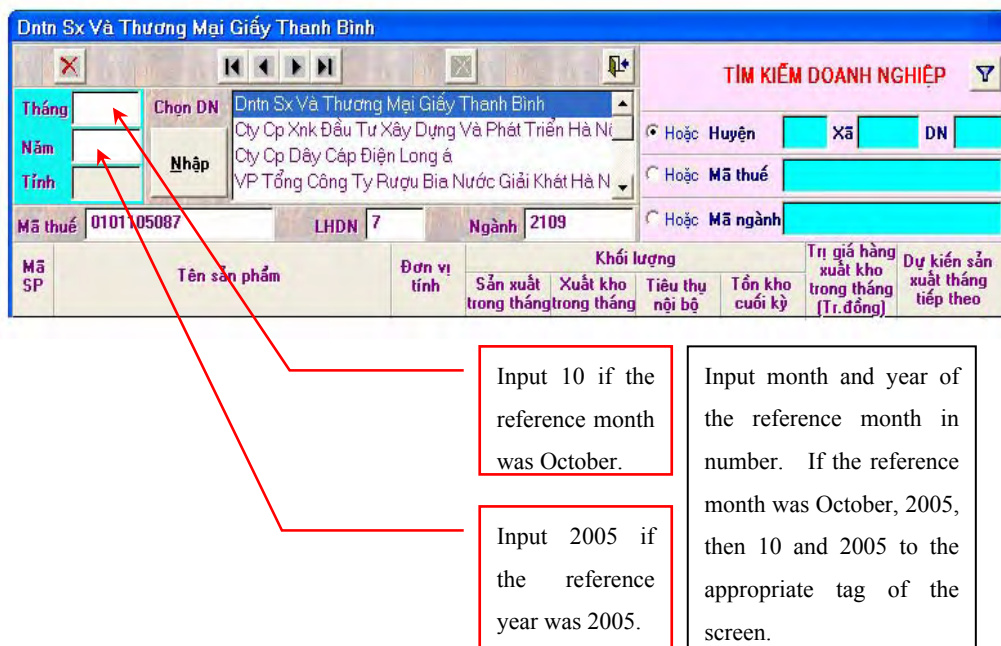
Following screens show the structure and functions of input screen for data encoding of the monthly statistics survey. Detailed functions are described in the next section.





## 2.1.5 Operation of Input Screen

### (1) Input of Month and Year



(2) Input of Province/City Code

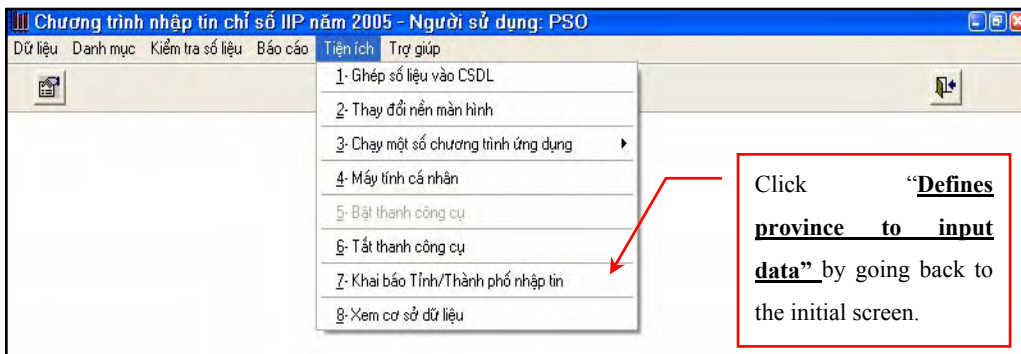


Input Province or City code



If invalid code is inputted, the program shows the list of province/city for selection. If the user input **Name** and **Password** as **PSO**, the default province is right the defined province or city. If the user input **Name** and **Password** as **GSO**, please select the province or city that the user want to input data.

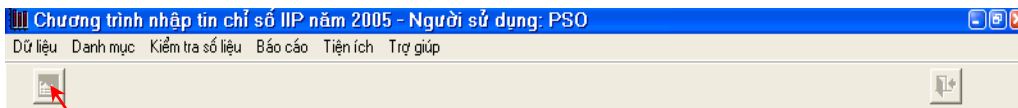
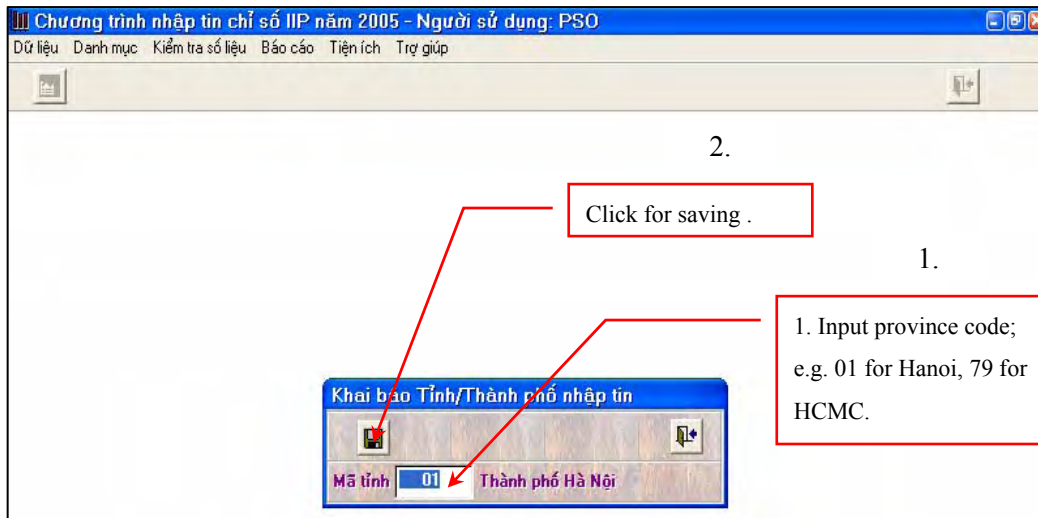
Province code can be set before hand depending on the province or city by using “**Defines province to input data**” function of the “**Utility**” tool bar such as the followings;

Click “**Defines province to input data**” tool bar by going back to the initial screen and wait until the command button to input the province/city code appears.

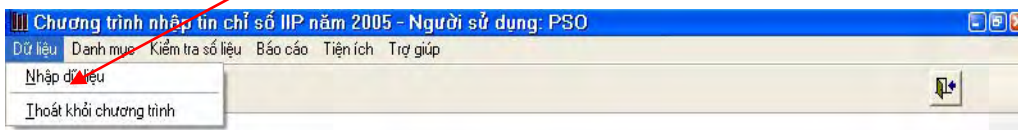


Click “**Defines province to input data**” by going back to the initial screen.

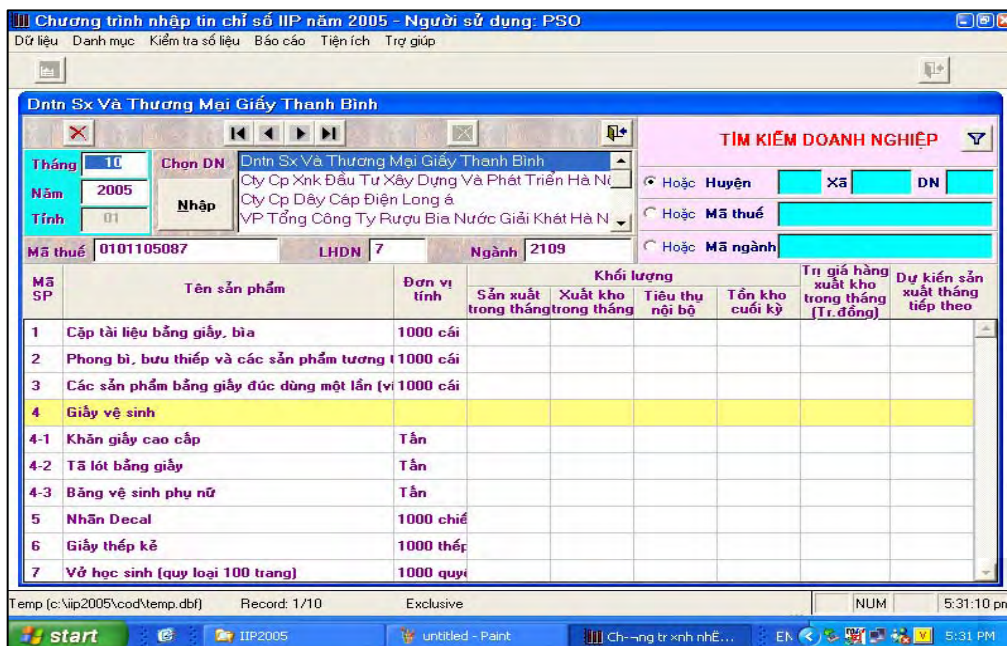
Following screen will be shown after taking above process. Input code in the command button for identification of certain province. Refer to Annex 1 for referring the codes of each province. Then click  button for saving the data and click  or click “**input data**” menu of “**File**” tool bar to open input data screen.



Click to show input data screen or open input data menu from file tool bar.




Throughout the process mentioned above, the user will get the screen shown below.




### (3) Selection and Filtering of Enterprise

In “search screen” shown on the right corner of input screen, users are able to search a particular enterprise or establishment by identifying district code, commune code and/or tax code by inputting each code. (Please refer to the screen shown in (1) of Section 2.1.4. To proceed the process, users are to input any applicable codes in the tag shown below. Basically three method of search function can be used, by selecting District/Commune/Enterprise code, tax code for searching a particular enterprise/establishment, by VSIC code.

Filter button

Select “**Select Enterprise**” box. Users are able to set filter for filtering enterprise by district code, commune code, enterprise code, and tax code (1-10 digits) or industry code (2, 3 or 4 digit code). Input data for filtering into the “Filter Enterprise” Frame, and then click the  button

Note: Users are able to use only one filter at a time. To reset the filter, input data again for filtering and click on  button to apply the filter.


The screen shown below is an example searched by VSIC. Enterprises/establishment are searched by VSIC code 1512 which is process and preserving food products. The screen shows that 3 companies/establishment are listed in Hanoi area under this industry sector after 4digit VSIC code has been input and filtered.

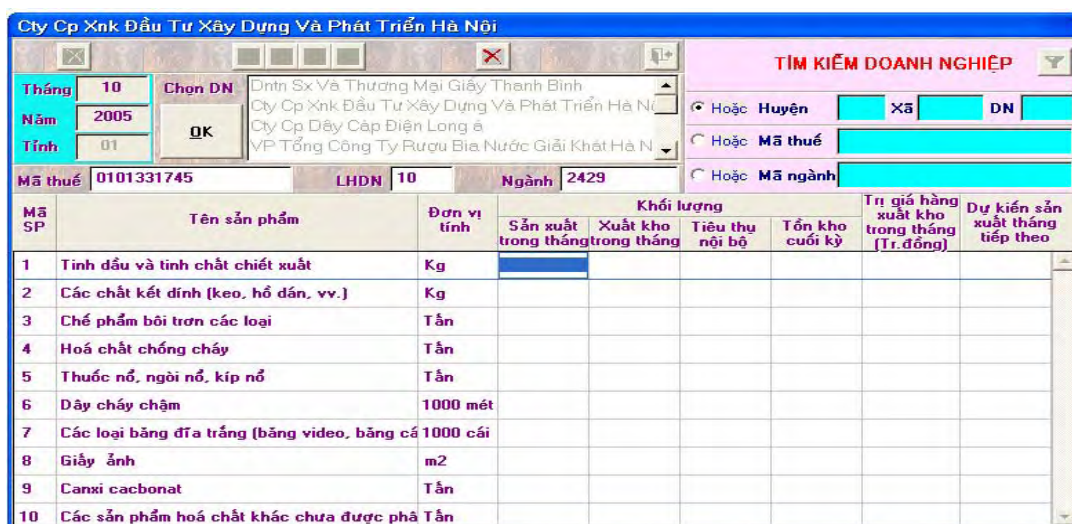
VSIC code has been input and filtered by clicking filter button.

Mã SP	Tên sản phẩm	Đơn vị tính	Khối lượng		Tiêu thụ nội bộ	Tồn kho cuối kỳ	Tỷ giá hàng xuất kho trong tháng (T.r.đồng)	Dự kiến sản xuất tháng tiếp theo
			Sản xuất trong tháng	Xuất kho trong tháng				
1	Thuỷ hải sản ướp lạnh	Tấn						
2	Thuỷ hải sản ướp đông	Tấn						
3	Thuỷ hải sản ướp muối, phơi khô, sấy khô, h	Tấn						
4	Thuỷ hải sản đóng hộp							
4-1	Cá ngừ đóng hộp	Tấn						
4-2	Các loại thuỷ hải sản đóng hộp khác	Tấn						
5	Thuỷ hải sản xay nhỏ hoặc dạng mắm đặc	Tấn						
6	Nước mắm							
6-1	Nước mắm cô đặc	Kg						
6-2	Nước mắm các loại (trừ sản phẩm nước mắm	1000 lít						



(4) Data Input

After inputting month, year, province/city and name of enterprise/establishment, click  key to enter full information about the products that are selected to survey into the “**Input Product’s Information**” grid. Please key in “TAB” or move cursor to appropriate place by using arrow key after encoding in each cell.



Mã SP	Tên sản phẩm	Đơn vị tính	Khối lượng			Trị giá hàng xuất kho trong tháng (Tr.đồng)	Dự kiến sản xuất tháng tiếp theo
			Sản xuất trong tháng	Xuất kho trong tháng	Tồn kho cuối kỳ		
1	Tinh dầu và tinh chất chiết xuất	Kg					
2	Các chất kết dính (keo, hồ dán, vv.)	Kg					
3	Chế phẩm bôi trơn các loại	Tấn					
4	Hoá chất chống cháy	Tấn					
5	Thuốc nổ, ngòi nổ, kíp nổ	Tấn					
6	Dây cháy chậm	1000 mét					
7	Các loại băng đĩa trắng (băng video, băng cá	1000 cái					
8	Giấy ảnh	m2					
9	Canxi cacbonat	Tấn					
10	Các sản phẩm hoá chất khác chưa được ph	Tấn					

“**Input Product’s Information**” grid

For a product that are not listed in the “**Input Product’s Information**” grid, set focus to the grid line, and input the product’s code. Product Code is in the list of VSIC attached as Annex of Chapter 3 in the main report. Or the product list automatically appears when users keyed in “TAB” key. In case, when the users input a code that doesn’t exist, the program shows the list of product for selection. The program automatically checks data for each enterprise right after inputting data. The data is saved into the database if no invalid data found.

The screen showing below is the list of commodities which appears to get product information when users are intending to input the commodities.

Ch - ng trnh nh p tin ch s H P n m 2005 - Ng i s d ng: P50  
 Dv i u: Danh m c: K m tra s i u: B p c p: T n Y ch: Tr i g p: Table

Ngành	Mã SP	Mô tả sản phẩm	Đơn vị tính
1512	1	Thuỷ hải sản ướp lạnh	Tấn
1512	2	Thuỷ hải sản ướp đông	Tấn
1512	3	Thuỷ hải sản ướp muối, phơi khô, sấy khô, hun khói (Ví dụ: mực khô xé nhỏ)	Tấn
1512	4	Thuỷ hải sản đông hộp	Tấn
1512	4-1	Cà ngừ đông hộp	Tấn
1512	4-2	Các loại thuỷ hải sản đông hộp khác	Tấn
1512	5	Thuỷ hải sản xay nhỏ hoặc dạng mầm đặc	Tấn
1512	6	Nước mắm	Tấn
1512	6-1	Nước mắm cô đặc	Kg
1512	6-2	Nước mắm các loại (trừ sản phẩm nước mắm cô đặc)	1000 lít
1512	7	Các sản phẩm thuỷ hải sản khác chưa được phân vào đầu	Tấn
1514	1	Dầu thực vật thô	Tấn
1514	2	Dầu thực vật tinh luyện	Tấn
1514	2-1	Dầu đậu nành	Tấn
1514	2-2	Dầu cọ	Tấn
1514	2-3	Dầu dừa	Tấn
1514	2-4	Dầu thực vật khác	Tấn
1514	3	Mỡ động vật	Tấn
1514	4	Margarin (Bơ thực vật)	Tấn
1514	5	Các loại dầu ăn khác (Ví dụ: Mỡ pha vào bánh cho xốp)	Tấn
1520	1	Sữa hộp đặc có đường	1000 hộp
1520	2	Sữa tươi tiệt trùng các loại	1000 lít
1520	3	Sữa bột các loại	Tấn
1520	4	Bơ các loại	Tấn
1520	5	Pho mát	Tấn
1520	6	Sữa chua các loại	1000 lít
1520	7	Kem và các loại lượng tự	Tấn
1520	8	Các sản phẩm sữa khác chưa được phân vào đầu	Tấn
1531	1	Gạo xay xát và đánh bóng	Tấn
1531	2	Rất nhỏ các	Tấn

Dntn Sx Và Thương Mại Giấy Thanh Bình

Tháng: 10, Năm: 2005, Tỉnh: 01


Chọn DN: Dntn Sx Và Thương Mại Giấy Thanh Bình

Mã thuế: 0101105087, LHDN: 7, Ngành: 2109


TÌM KIẾM DOANH NGHIỆP


Mã SP	Tên sản phẩm	Đơn vị tính	Sản xuất trong tháng	Khối lượng	Xuất kho trong tháng	Tiêu thụ nội bộ	Tồn kho cuối kỳ	Tỉ giá hàng xuất kho trong tháng (Tr.đồng)	Dự kiến sản xuất tháng tiếp theo
4-1	Khăn giấy cao cấp	Tấn							
4-2	Tã lót bằng giấy	Tấn							
4-3	Băng vệ sinh phụ nữ	Tấn							
5	Nhãn Decal	1000 chiếc							
6	Giấy thép kẻ	1000 sheet							
7	Vở học sinh (quy loại 100 trang)	1000 quyển							

Other products information grid

After encoding all data, whole data should be saved. This task can be taken by clicking  button shown at the upper right corner of the input screen. Or press **Ctrl + S** to save data. Users can or add the new enterprise, the program will automatically save the data of that enterprise.

(5) Add New Enterprise/Establishment

To add new enterprise/establishment click the **“Input the Data”** command button in the **“Data”** tool bar menu. Click **“Add New”**  button to add new enterprise. Select enterprises from the given box and. continue to add other enterprises.

Click  button and wait until the next screen shown below appears.

**Danh sách doanh nghiệp**

Mã DN: 1    Tên DN: Cty Cp Xnk Đầu Tư Xây Dựng Và Phát Triển Hà Nội

Địa chỉ: 11 Nguyễn Khắc Nhu    Mã số thuế: 0101331745

Mã Tỉnh: 01    Mã Huyện: 001    Mã Xã: 000    Thành phố Hà Nội - Quận Ba Đình - Phường Trúc Bạch

LHDN: 10

Ngành: 2429    Ngành sản xuất các sản phẩm hoá chất khác chưa được phân vào đâu

Số điện thoại: 8238754    Fax:

**DANH SÁCH DOANH NGHIỆP**

Mã DN	Tên doanh nghiệp	Mã thuế	Địa chỉ	Tỉnh
1	Cty Cp Xnk Đầu Tư Xây Dựng Và Phát Triển	0101331745	11 Nguyễn Khắc Nhu	01
2	Cty Cp Dây Cáp Điện Long á	0101304910	1b Trần Tế Xương	01
1	VP Tổng Công Ty Rượu Bia Nước Giải Khá	0101376672	183 Hoàng Hoa Thám	01
2	Công Ty TNHH Figra Việt Nam	0101206991	Số 11 Ngách 12/21 Đào Tấn	01
1	Công Ty Cổ Phần Traphaco	0100108656	75 Yên Ninh	01
1	Cty Cp Nước Uống Tinh Khiết Sài Gòn Sap	0101309115	1 Ngõ 189 Hoàng Hoa Thám	01

**Danh sách doanh nghiệp**

Mã DN:    Tên DN:

Địa chỉ:    Mã số thuế:

Mã Tỉnh: 01    Mã Huyện:    Mã Xã:    Thành phố Hà Nội - Quận Ba Đình - Phường Trúc Bạch


LHDN:

Ngành:    Ngành sản xuất các sản phẩm hoá chất khác chưa được phân vào đâu





Số điện thoại:    Fax:





**DANH SÁCH DOANH NGHIỆP**

Mã DN	Tên doanh nghiệp	Mã thuế	Địa chỉ	Tỉnh
				01
1	Cty Cp Xnk Đầu Tư Xây Dựng Và Phát Triển	0101331745	11 Nguyễn Khắc Nhu	01
2	Cty Cp Dây Cáp Điện Long á	0101304910	1b Trần Tế Xương	01
1	VP Tổng Công Ty Rượu Bia Nước Giải Khá	0101376672	183 Hoàng Hoa Thám	01
2	Công Ty TNHH Figra Việt Nam	0101206991	Số 11 Ngách 12/21 Đào Tấn	01
1	Công Ty Cổ Phần Traphaco	0100108656	75 Yên Ninh	01

Fill-out all related enterprise/establishment information and click  to save the data

(6) Viewing the Enterprises

To view or seek the enterprises from the database, the users are able to use buttons such as the followings; click on the button “First” , “Previous” , “Next” , “Last”  to see enterprise in the list. If the current selected enterprise has data, the data will be shown in “Input Product’s Information” grid.


  
  
  


See the first enterprise

See the previous enterprise



See the next enterprise

See the last enterprise




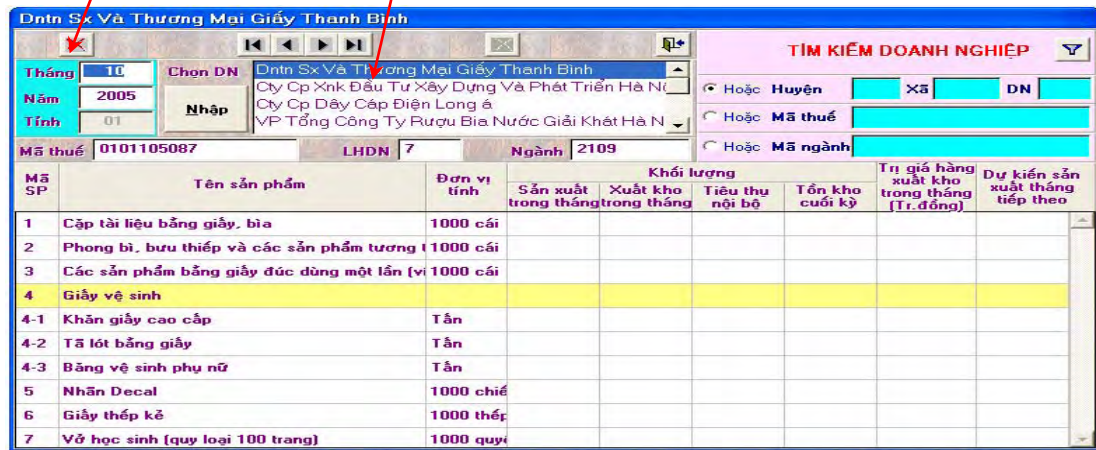
The screenshot shows a software window titled "Dntn Sx Và Thương Mại Giấy Thanh Bình". It features a search bar "TÌM KIẾM DOANH NGHIỆP" with fields for Huyện, Xã, DN, Mã thuế, and Mã ngành. Below the search bar is a table with columns: Mã SP, Tên sản phẩm, Đơn vị tính, Sản xuất trong tháng, Xuất kho trong tháng, Tiêu thụ nội bộ, Tồn kho cuối kỳ, Trị giá hàng xuất kho trong tháng (Tr.đồng), and Dự kiến sản xuất tháng tiếp theo. The table lists various products like "Cặp tài liệu bằng giấy, bì", "Phong bì, bưu thiếp và các sản phẩm tương tự", "Giấy vệ sinh", etc.

(7) Deleting Enterprise and Product Data

To delete the enterprises and invalid product from the database, click  which functions “Delete Enterprise Data”. That commands to clear the data that is inputted in the current session. To delete the invalid product data, click  which functions “Delete Product Data.” Actual operation will be taken by the process shown below.


**Delete enterprise/establishment Process**

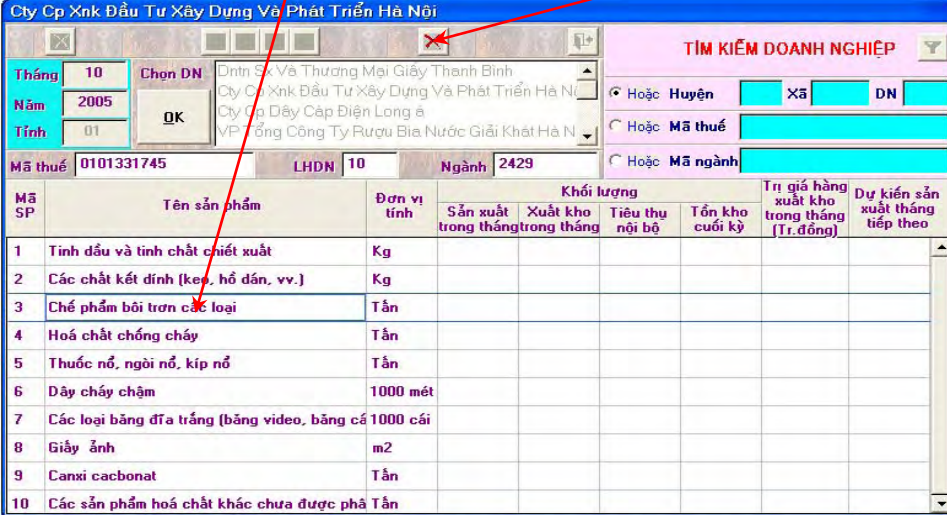
Point arrow of the mouse to the enterprise that want to delete and click once by the left button. Click  button to delete enterprise/establishment.



The screenshot shows the same software window as in (6). A red arrow points from the "Delete enterprise/establishment Process" box to the "X" button in the top left corner of the window. Another red arrow points from the "Delete enterprise/establishment Process" box to the selected enterprise "Dntn Sx Và Thương Mại Giấy Thanh Bình" in the "Chọn DN" dropdown menu. The table below shows the same product data as in (6).

### Delete commodity Process


Point arrow of the mouse to the commodity that want to delete and click once by the left button. Click  button to delete commodity.



Mã SP	Tên sản phẩm	Đơn vị tính	Khối lượng		Tồn kho cuối kỳ	Giá hàng xuất kho trong tháng (Tr.đồng)	Dự kiến sản xuất tháng tiếp theo
			Sản xuất trong tháng	Xuất kho trong tháng			
1	Tinh dầu và tinh chất chiết xuất	Kg					
2	Các chất kết dính (keo, hồ dán, vv.)	Kg					
3	Chế phẩm bôi trơn các loại	Tấn					
4	Hoá chất chống cháy	Tấn					
5	Thuốc nổ, ngòi nổ, kíp nổ	Tấn					
6	Dây cháy chậm	1000 mét					
7	Các loại băng đĩa trắng (băng video, băng cá 1000 cái)						
8	Giấy ảnh	m2					
9	Canxi cacbonat	Tấn					
10	Các sản phẩm hoá chất khác chưa được phá	Tấn					

Please note that when inputting data for one enterprise, if the name of the product is different from the listed products, you have to input data of these items: name of enterprise, unit, production, inventory, shipment and value of shipment, but don't have to input product code and order.

### (8) Exit from Input Program

To exit from input screen and to return to the initial screen of the program, following process should be taken. Make sure all information are input in the input information grid and click  to all data.

Cty Cp Xnk Đầu Tư Xây Dựng Và Phát Triển Hà Nội

Tháng: 10, Năm: 2005, Tỉnh: 01


Chọn DN: Dntn Sx Và Thương Mại Giấy Thanh Bình  
 Cty Cp Xnk Đầu Tư Xây Dựng Và Phát Triển Hà Nội  
 Cty Cp Dây Cáp Điện Long Á  
 VP Tổng Công Ty Rượu Bia Nước Giải Khát Hà Nội

Mã thuế: 0101331745, LHDN: 10, Ngành: 2429

TÌM KIẾM DOANH NGHIỆP

Hoặc Huyện: Xã: DN: Mã thuế: Mã ngành:

Mã SP	Tên sản phẩm	Đơn vị tính	Khối lượng		Tiêu thụ nội bộ	Tồn kho cuối kỳ	Trị giá hàng xuất kho trong tháng (Tr.đồng)	Dự kiến sản xuất tháng tiếp theo
			Sản xuất trong tháng	Xuất kho trong tháng				
1	Tinh dầu và tinh chất chiết xuất	Kg						
2	Các chất kết dính (keo, hồ dán, vv.)	Kg						
3	Chế phẩm bôi trơn các loại	Tấn						
4	Hoá chất chống cháy	Tấn						
5	Thuốc nổ, ngòi nổ, kíp nổ	Tấn						
6	Dây cháy chậm	1000 mét						
7	Các loại băng đĩa trắng (băng video, băng cá)	1000 cái						
8	Giấy ảnh	m2						
9	Canxi cacbonat	Tấn						
10	Các sản phẩm hoá chất khác chưa được phê	Tấn						

Make sure all information are encoded in the grid and click "OK" button for saving all data. Click  to go back to the initial screen of the program. The program will return to the initial screen shown in the next page.

Dntn Sx Và Thương Mại Giấy Thanh Bình

Tháng: 10, Năm: 2005, Tỉnh: 01

Chọn DN: Dntn Sx Và Thương Mại Giấy Thanh Bình  
 Cty Cp Xnk Đầu Tư Xây Dựng Và Phát Triển Hà Nội  
 Cty Cp Dây Cáp Điện Long Á  
 VP Tổng Công Ty Rượu Bia Nước Giải Khát Hà Nội

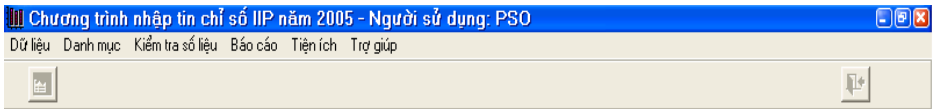
Mã thuế: 0101105087, LHDN: 7, Ngành: 2109

TÌM KIẾM DOANH NGHIỆP

Hoặc Huyện: Xã: DN: Mã thuế: Mã ngành:

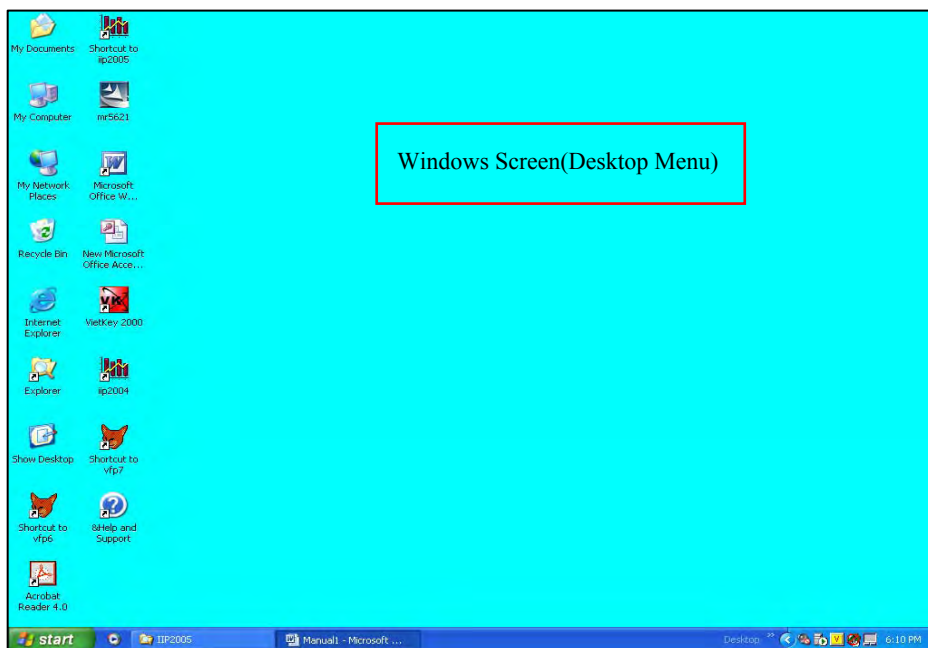
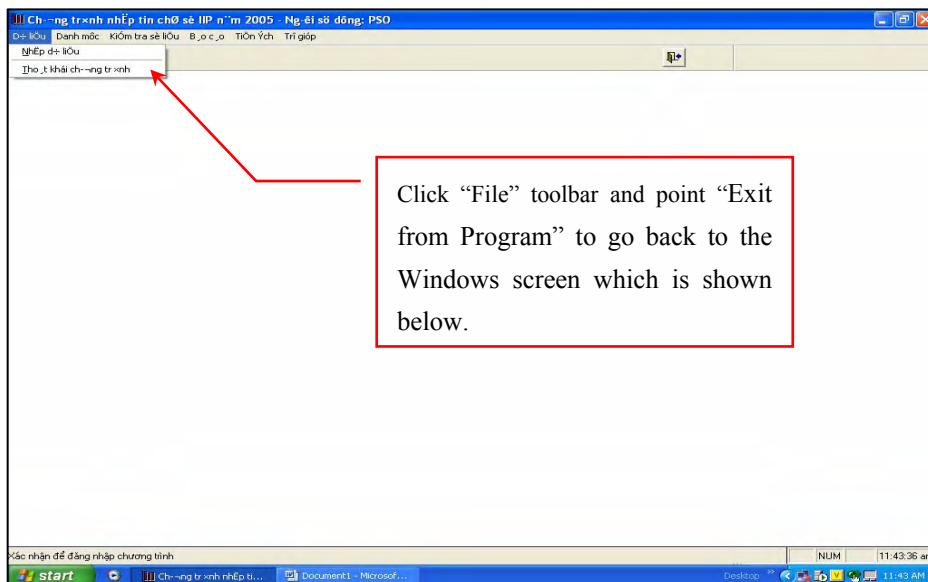
Mã SP	Tên sản phẩm	Đơn vị tính	Khối lượng		Tiêu thụ nội bộ	Tồn kho cuối kỳ	Trị giá hàng xuất kho trong tháng (Tr.đồng)	Dự kiến sản xuất tháng tiếp theo
			Sản xuất trong tháng	Xuất kho trong tháng				
1	Cập tài liệu bằng giấy, bìa	1000 cái						
2	Phong bì, bưu thiếp và các sản phẩm tương	1000 cái						
3	Các sản phẩm bằng giấy đúc dùng một lần (v	1000 cái						
4	Giấy vệ sinh							
4-1	Khăn giấy cao cấp	Tấn						
4-2	Tã lót bằng giấy	Tấn						
4-3	Băng vệ sinh phụ nữ	Tấn						
5	Nhãn Decal	1000 chiế						
6	Giấy thép kẻ	1000 thếp						
7	Vở học sinh (quy loại 100 trang)	1000 quy						

Initial screen of the program



## 2.1.6 Exit Program

Exit the program and return to Windows process will take next procedures and operation.



## 2.2. List

### 2.2.1. Enterprise List

- In case the login user is PSO, enterprises' list is all enterprises that are selected for survey of the local province/city. In case the login user is GSO, enterprise list is all enterprises of all provinces/cities.

- Each enterprise is defined with following information: province code, district code, commune code and enterprise code.

***For example:*** The enterprise A of Hanoi is defined as following: 101 - 03 - 01 – 001.

That means: the enterprise is in the city 101 - Hanoi, District 03 – Tay Ho District, Commune 01- Buoi Commune and 001 is the code of the first enterprise of Buoi Commune.

### **2.2.2. VSIC 4- digit code Sector**

It is 4 digit code in Manufacturing, if the industry is selected for this Trial Survey, please click in ***Được chọn trong điều tra IIP (Selected in IIP Survey)***

### **2.2.3. List of Product - VCPC**

List of Product of selected industries bases on VCPC.

### **2.2.4. User List**

There are 2 users whose name and password are PSO and GSO just for test run. When using this Program, the Managers of each City/ Province have to replace the new account for each PC to ensure the security (including name of the user and password). It is compulsory because it helps managers know who input and update data as well as enhance responsibility of the person who input and correct data.

## **2.3. Utility**

### **2.3.1. Merge data from different computers**

### **2.3.2. Change screen background**

This function allows the users to use a favorite image as background for the screen.

### **2.3.3. Define code of province/city**

This function allows the users to change code of province/city.

### **2.3.4. Check the data**

This function helps the manager check information such as who input and update the data, data of whole city/province as well as the new products that are not listed in the Questionnaire and must be added.

It is included 2 parts:

- Check the data of Production, Inventory, Shipment and Net Turnover.
- Check other data (Total Net Turnover, time to fill in Questionnaire, and information of the Enterprise)

## **2.4. Help**

### **2.4.1. Topic**



Help the users after the function topic of the program. The short key is **F1**.

#### **2.4.2. About program**

Introduce the users about the program for calculating IIP in monthly industrial survey.

## **Chapter 3 Monthly Sending Data**

Monthly, province/city send the 2 data file **D** and **S** in the folder **DATA**, after merging data from all different computers, to the GSO.

**For example:** for the period of May of the city 101 – Hanoi, Hanoi PSO has to send the 2 files to Industrial & Constructional Statistics Department. These 2 files must be sent after the channel of monthly industrial report and put into the folder “*Tính toán thử nghiệm IIP 2004*” (“*IIP2004 Test Calculate*”)

Name of 2 files in the folder **DATA** of the center computer are:

- **D0405101.dbf**

- **S0405101.dbf**

**Of which:** + **04** Data of the year 2004

+ **05** Data of May

+ **101** Is the code of Hanoi

### **3.1 Computer Requirement**

To run this program, the computer need to have Pentium II or higher, minimum space of hard disk is 20 MB, Windows 9x, Windows XP, Windows 2000, Windows NT 4.0 or higher.

## Annex 1 DATABASE DESIGN SHEET

### Name of the Database: Monthly Survey of Major Industrial Products(MSMIP)

	Function	Object	Name of Object	Check Mark
1.	Manage detailed information on enterprises and establishments covering entire country. (Information include name, address, telephone and fax number, tax codes, type of industry, etc.)	Table	Enterprise and Establishment table	<input type="checkbox"/>
2.	Manage 4 digits VSIC numbers and commodities which belong each classification.	Table	Sector management table	<input type="checkbox"/>
3.	Manage 4 digits VSIC code and VCPC to match two items of commodities.	Table	VCPC management table	<input type="checkbox"/>
4.	Manage provincial code and name of the province to match these two.	Table	Provincial table	<input type="checkbox"/>
5.	Create and confirm name of enterprises and establishments by alphabetical order.	Form	Name form	<input type="checkbox"/>
6.	Search by enterprise and establishment.	Query	enterprise/Establishment query	<input type="checkbox"/>
7.	Search by type of enterprise, national state, local state, private, and FDIs.	Query	Enterprise type query	<input type="checkbox"/>
8.	Search enterprise/establishment by tax code	Query	Tax code query	<input type="checkbox"/>
9.	Search enterprise/establishment by telephone number	Query	Telephone query	<input type="checkbox"/>
10.	Search and list enterprises/establishments by sector of which these belong to.	Query Form	Sector search query Sector list query	<input type="checkbox"/>
11.	Confirm and print out production of the reference month by enterprise/establishment.	Query Form Report	Production query Production form Production report	<input type="checkbox"/>
12.	Cofirm and print out shipment of the reference month by enterprise/establishment.	Query Form Report	Shipment query Shipment form Shipment report	<input type="checkbox"/>

**Annex 1 DATABASE DESIGN SHEET**

Function		Object	Name of Object	Check Mark
13.	Cofirm and print out internal use of the reference month by enterprise/establishment.	Query Form Report	Internal use query Internal use form Internal use report	<input type="checkbox"/>
14.	Cofirm and print out ending inventory of the reference month by enterprise/establishment.	Query Form Report	Ending inventory query Ending inventory form Ending inventory report	<input type="checkbox"/>
15.	Cofirm and print out shipment value of the reference month by enterprise/establishment.	Query Form Report	Shipment value query Shipment value form Shipment value report	<input type="checkbox"/>
16.	Cofirm and print out projected production of the reference month by enterprise/establishment.	Query Form Report	Projected production query Projected production form Projected production report	<input type="checkbox"/>
17.	Cofirm and print out projected total net turnover of the following month by enterprise/establishment.	Query Form Report	Projected net turnover query Projected net turnover form Projected net turnover report	<input type="checkbox"/>
18.	Confirm the respondent's signature of each enterprise/establishment on the questionnaire.	Query	Respondent's confirmation query	<input type="checkbox"/>
19.	Confirm the head of enterprise's/establishment's signature of each enterprise/establishment on the questionnaire.	Query	Head's signature confirmation query	<input type="checkbox"/>
20.	Search number of respondents by daily bases.	Query	Daily search query	<input type="checkbox"/>
21.	Search the comment from the respondents in the questionnaire.	Query	Comment query	<input type="checkbox"/>

## Annex 2 List of Tables

List of Tables to be created using FoxPro

#	Name of Table	Description	Function of the Table	Targeted for 2nd Trial Survey
1.	Table_Province	Name and code of all provinces.	List up all 64 provinces.	9 provinces.
2.	Table_District	Name and code of all districts.	List up all 631 district.	All districts in 9 provinces.
3.	Table_Commune	Name and code of all communes.	List up all communes.	All communes in provinces.
4.	Table_Establishment	Name and information on all establishments.	List up all establishments.	2000 targeted establishments.
5.	Table_Commodities	Name and code of all targeted commodities.	List up all commodities.	48 industries.

### Annex 3 File Structure of IIP 2005

(1/3)

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
baocao.DBF	nganh	VSIC	Numeric	4	0	
	ma	VCPC	Numeric	5	0	
	stt	Order number	Numeric	3	0	
	ten	Name of products	Character	254		
	dvt	Unit	Character	15		
	c1	Aux.	Numeric	10		1

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
chuanhap.DBF	macs	Enterprise	Number	3	0	
	tencs	Name of products	Character	70		
	mathue	Tax code	Character	10		
	dchi	Address	Character	70		
	tin	Province	Numeric	3	0	
	huen	District	Numeric	2	0	
	xa	Commune	Numeric	2	0	
	lienlac	Contact person	Character	50		
	dthoi	Telephone number	Character	15		
	fax	fax number	Character	15		
	lhdn	Type of enterprise	Numeric	2	0	
	nganh	VSIC code	Numeric	4	0	

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
danhsach.DBF	macs	Enterprise	Number	3	0	
	tencs	Name of products	Character	70		
	mathue	Tax code	Character	10		
	dchi	Address	Character	70		
	tin	Province	Number	3	0	
	huen	District	Number	2	0	
	xa	Commune	Number	2	0	
	lienlac	Contact person	Character	50		
	dthoi	Telephone number	Character	15		
	fax	fax number	Character	15		
	lhdn	Type of enterprise	Numeric	2	0	
	nganh	VSIC	Numeric	4	0	

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
dmbaocao.DBF	ma	VCPC	Numeric	2	0	
	ten	Name of products	Character	30		

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
DMHC.DBF	ma_tinh	Province	Numeric	3	0	
	ma_huyen	District	Numeric	2	0	
	ma_xa	Commune	Numeric	2	0	
	ten	Name of products	Character	60		

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
dmnganh.DBF	ma	VCPC	Numeric	4	0	
	Chitiet	Order number	Numeric	1	0	
	ten	Name of products	Character	150		

### Annex 3 File Structure of IIP 2005

(2/3)

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
dsdn.DBF	macs	Enterprise	Number	3	0	
	tencs	Name of products	Character	70		
	mathue	Tax code	Character	10		
	dchi	Address	Character	70		
	tinhs	Province	Numeric	3	0	
	huen	District	Numeric	2	0	
	xa	Commune	Numeric	2	0	
	lienlac	Contact person	Character	50		
	dthoai	Telephone number	Character	15		
	fax	fax number	Character	15		
	lhdn	Type of enterprise	Numeric	2	0	
nganh	VSIC	Numeric	4	0		

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
loilogic.DBF	tinhs	Province	Numeric	3	0	
	huyen	District	Numeric	2	0	
	xa	Commune	Numeric	2	0	
	macs	Enterprise	Numeric	2	0	

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
QUYEN.DBF	quen	Administrator	Character	10		

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
REGISTRY.DBF	ma_tinh	Province	Numeric	3	0	
	ftp_path	ftp path name	Character	250		
	wall_paper	Wall paper background	Character	100		
	auto_UD	Auto loading	Logical	1		
	thang	Month	Character	2		
	nam	Year	Character	4		
	thang1	Month 1	Character	2		
	nam1	Year 1	Character	4		

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
temp.DBF	ma	VCPC	Numeric	5	0	
	stt	Order number	Numeric	3	0	
	ten	Name of products	Character	254		
	dvt	Unit	Character	10		
	sanxuat	Production	Numeric	15	1	
	tonkho	Ending inventory	Numeric	15	1	
	xuatkho	Shipment	Numeric	15	1	
	dthu	Net turnover	Numeric	15	1	
	tihs	Province	Numeric	3	0	
	huyen	District	Numeric	2	0	
	xa	Commune	Numeric	2	0	
	macs	Enterprise	Numeric	3	0	
	nganh	VSIC	Numeric	4	0	
	thang	Month	Numeric	2	0	
	nam	Year	Numeric	2	0	
	nhaptin	Data encoder	Character	60		
	capnhat	Revised by	Character	60		

### Annex 3 File Structure of IIP 2005

(3/3)

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
tmp.DBF	tin	Province	Numeric	3	0	
	huen	District	Numeric	2	0	
	xa	Commune	Numeric	2	0	
	macs	Enterprise	Numeric	3	0	
	tencs	Name of products	Character	70		
	dthoai	Telephone number	Character	15		
	fax	fax number	Character	15		
	mathue	Tax code	Character	10		
	lienlac	Contact person	Character	70		
	lhdn	Type of enterprise	Character	2	0	
	nganh	VSIC	Character	4	0	
	thang	Month	Character	2	0	
	nam	Year	Character	4	0	
	dthu	Net turnover	Character	15	1	
	tgian	Time required to fill out	Character	10	1	
	donkho	Hardness to fill out	Character	1	0	
	sudong	Usefulness of survey	Character	1	0	
	nhaptin	Data encoder	Character	60		
	capnhat	Revised by	Character	60		

File Name	Field Name	Filed Name(English)	Type	Width	Decimal	Index
USERS.DBF	users	Users	Character	40		
	mat_khau	Organization	Character	10		
	quyen	Administrator	Character	10		

**Annex 4 List of Provincial Codes**

(1/3)

<b>No.</b>	<b>Tên đơn vị hành chính</b>	<b>English</b>	<b>New Codes</b>
1.	<b>THÀNH PHỐ HÀ NỘI</b> (9 quận, 5 huyện)	<b>HANOI</b>	<b>01</b>
2.	<b>TỈNH HÀ GIANG</b> (1 thị xã, 10 huyện)	<b>HA GIANG</b>	<b>02</b>
3.	<b>TỈNH CAO BẰNG</b> (1 thị xã, 12 huyện)	<b>CAO BANG</b>	<b>04</b>
4.	<b>TỈNH BẮC KẠN</b> (1 thị xã, 7 huyện)	<b>BAC KAN</b>	<b>06</b>
5.	<b>TỈNH TUYÊN QUANG</b> (1 thị xã, 5 huyện)	<b>TUYEN QUANG</b>	<b>08</b>
6.	<b>TỈNH LÀO CAI</b> (1 thị xã, 8 huyện)	<b>LAO CAI</b>	<b>10</b>
7.	<b>TỈNH ĐIỆN BIÊN</b> (1 thành phố, 1 thị xã, 6 huyện)	<b>DIEN BIEN</b>	<b>11</b>
8.	<b>TỈNH LAI CHÂU</b> (5 huyện)	<b>LAI CHAU</b>	<b>12</b>
9.	<b>TỈNH SƠN LA</b> (1 thị xã, 10 huyện)	<b>SON LA</b>	<b>14</b>
10.	<b>TỈNH YÊN BÁI</b> (1 thành phố, 1 thị xã, 7 huyện)	<b>YEN BAI</b>	<b>15</b>
11.	<b>TỈNH HOÀ BÌNH</b> (1 thị xã, 10 huyện)	<b>HOA BINH</b>	<b>17</b>
12.	<b>TỈNH THÁI NGUYÊN</b> (1 thành phố, 1 thị xã, 7 huyện)	<b>THAI NGUYEN</b>	<b>19</b>
13.	<b>TỈNH LANG SƠN</b> (1 thành phố, 10 huyện)	<b>LANG SON</b>	<b>20</b>
14.	<b>TỈNH QUẢNG NINH</b> (1 thành phố, 3 thị xã, 10 huyện)	<b>QUANG NINH</b>	<b>22</b>
15.	<b>TỈNH BẮC GIANG</b> (1 thị xã, 9 huyện)	<b>BAC GIANG</b>	<b>24</b>
16.	<b>TỈNH PHÚ THỌ</b> (1 thành phố, 1 thị xã, 10 huyện)	<b>PHU THO</b>	<b>25</b>
17.	<b>TỈNH VINH PHÚC</b> (2 thị xã, 7 huyện)	<b>VINH PHUC</b>	<b>26</b>
18.	<b>TỈNH BẮC NINH</b> (1 thị xã, 7 huyện)	<b>BAC NINH</b>	<b>27</b>
19.	<b>TỈNH HÀ TÂY</b> (2 thị xã, 12 huyện)	<b>HA TAY</b>	<b>28</b>
20.	<b>TỈNH HẢI DƯƠNG</b> (1 thành phố, 11 huyện)	<b>HAI DUONG</b>	<b>30</b>
21.	<b>THÀNH PHỐ HẢI PHÒNG</b> (5 quận, 1 thị xã, 8 huyện)	<b>HAI PHONG</b>	<b>31</b>



**Annex 4 List of Provincial Codes**

(2/3)

<b>No.</b>	<b>Tên đơn vị hành chính</b>	<b>English</b>	<b>New Codes</b>
22.	<b>TỈNH HƯNG YÊN</b> (1 thị xã, 9 huyện)	<b>HUNG YEN</b>	<b>33</b>
23.	<b>TỈNH THÁI BÌNH</b> (1 thành phố, 7 huyện)	<b>THAI BINH</b>	<b>34</b>
24.	<b>TỈNH HÀ NAM</b> (1 thị xã, 5 huyện)	<b>HA NAM</b>	<b>35</b>
25.	<b>TỈNH NAM ĐỊNH</b> (1 thành phố, 9 huyện)	<b>NAM DINH</b>	<b>36</b>
26.	<b>TỈNH NINH BÌNH</b> (2 thị xã, 6 huyện)	<b>NINH BINH</b>	<b>37</b>
27.	<b>TỈNH THANH HOÁ</b> (1 thành phố, 2 thị xã, 24 huyện)	<b>THANH HOA</b>	<b>38</b>
28.	<b>TỈNH NGHỆ AN</b> (1 thành phố, 1 thị xã, 17 huyện)	<b>NGHE AN</b>	<b>40</b>
29.	<b>TỈNH HÀ TĨNH</b> (2 thị xã, 9 huyện)	<b>HA TINH</b>	<b>42</b>
30.	<b>TỈNH QUẢNG BÌNH</b> (1 thị xã, 6 huyện)	<b>QUANG BINH</b>	<b>44</b>
31.	<b>TỈNH QUẢNG TRỊ</b> (2 thị xã, 7 huyện)	<b>QUANG TRI</b>	<b>45</b>
32.	<b>TỈNH THỪA THIÊN HUẾ</b> (1 thành phố, 8 huyện)	<b>THUA THIEN HUE</b>	<b>46</b>
33.	<b>THÀNH PHỐ ĐÀ NẴNG</b> (5 quận, 2 huyện)	<b>DA NANG</b>	<b>48</b>
34.	<b>TỈNH QUẢNG NAM</b> (2 thị xã, 14 huyện)	<b>QUANG NAM</b>	<b>49</b>
35.	<b>TỈNH QUẢNG NGÃI</b> (1 thị xã, 13 huyện)	<b>QUANG NGAI</b>	<b>51</b>
36.	<b>TỈNH BÌNH ĐỊNH</b> (1 thành phố, 10 huyện)	<b>BINH DINH</b>	<b>52</b>
37.	<b>TỈNH PHÚ YÊN</b> (1 thị xã, 7 huyện)	<b>PHU YEN</b>	<b>54</b>
38.	<b>TỈNH KHÁNH HOÀ</b> (1 thành phố, 1 thị xã, 6 huyện)	<b>KHANH HOA</b>	<b>56</b>
39.	<b>TỈNH NINH THUẬN</b> (1 thị xã, 4 huyện)	<b>NINH THUAN</b>	<b>58</b>
40.	<b>TỈNH BÌNH THUẬN</b> (1 thành phố, 8 huyện)	<b>BINH THUAN</b>	<b>60</b>
41.	<b>TỈNH KON TUM</b> (1 thị xã, 7 huyện)	<b>KON TUM</b>	<b>62</b>
42.	<b>TỈNH GIA LAI</b> (1 thành phố, 1 thị xã, 13 huyện)	<b>GIA LAI</b>	<b>64</b>

**Annex 4 List of Provincial Codes**

(3/3)

<b>No.</b>	<b>Tên đơn vị hành chính</b>	<b>English</b>	<b>New Codes</b>
43.	<b>TỈNH ĐẮK LẮK</b> (1 thành phố, 12 huyện)	<b>DAK LAK</b>	<b>66</b>
44.	<b>TỈNH ĐẮK NÔNG</b> (6 huyện)	<b>DAK NONG</b>	<b>67</b>
45.	<b>TỈNH LÂM ĐỒNG</b> (1 thành phố, 1 thị xã, 9 huyện)	<b>LAM DONG</b>	<b>68</b>
46.	<b>TỈNH BÌNH PHƯỚC</b> (1 thị xã, 7 huyện)	<b>BINH PHUOC</b>	<b>70</b>
47.	<b>TỈNH TÂY NINH</b> (1 thị xã, 8 huyện)	<b>TAY NINH</b>	<b>72</b>
48.	<b>TỈNH BÌNH DƯƠNG</b> (1 thị xã, 6 huyện)	<b>BINH DUONG</b>	<b>74</b>
49.	<b>TỈNH ĐỒNG NAI</b> (1 thành phố, 1 thị xã, 9 huyện)	<b>DONG NAI</b>	<b>75</b>
50.	<b>TỈNH BÀ RỊA - VŨNG TÀU</b> (1 thành phố, 1 thị xã, 6 huyện)	<b>BA RIA - VUNG TAU</b>	<b>77</b>
51.	<b>TP. HỒ CHÍ MINH</b> (19 quận, 5 huyện)	<b>HO CHI MINH</b>	<b>79</b>
52.	<b>TỈNH LONG AN</b> (1 thị xã, 13 huyện)	<b>LONG AN</b>	<b>80</b>
53.	<b>TỈNH TIỀN GIANG</b> (1 thành phố, 1 thị xã, 7 huyện)	<b>TIEN GIANG</b>	<b>82</b>
54.	<b>TỈNH BẾN TRE</b> (1 thị xã, 7 huyện)	<b>BEN TRE</b>	<b>83</b>
55.	<b>TỈNH TRÀ VINH</b> (1 thị xã, 7 huyện)	<b>TRA VINH</b>	<b>84</b>
56.	<b>TỈNH VĨNH LONG</b> (1 thị xã, 6 huyện)	<b>VINH LONG</b>	<b>86</b>
57.	<b>TỈNH ĐỒNG THÁP</b> (2 thị xã, 9 huyện)	<b>DONG THAP</b>	<b>87</b>
58.	<b>TỈNH AN GIANG</b> (1 thành phố, 1 thị xã, 9 huyện)	<b>AN GIANG</b>	<b>89</b>
59.	<b>TỈNH KIÊN GIANG</b> (2 thị xã, 11 huyện)	<b>KIEN GIANG</b>	<b>91</b>
60.	<b>THÀNH PHỐ CẦN THƠ</b> (4 quận, 4 huyện)	<b>CAN THO</b>	<b>92</b>
61.	<b>TỈNH HẬU GIANG</b> (1 thị xã, 5 huyện)	<b>HAU GIANG</b>	<b>93</b>
62.	<b>TỈNH SÓC TRĂNG</b> (1 thị xã, 8 huyện)	<b>SOC TRANG</b>	<b>94</b>
63.	<b>TỈNH BẠC LIÊU</b> (1 thị xã, 5 huyện)	<b>BAC LIEU</b>	<b>95</b>
64.	<b>TỈNH CÀ MAU</b> (1 thành phố, 8 huyện)	<b>CA MAU</b>	<b>96</b>