Indiana Department of Commerce
Data Base Project

An Honors Thesis Project (HONRS 499)
by
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Muncie, Indiana
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For my honors thesis, I chose to do a project. The project I chose to do was a data base project. Data bases are used all over the world for a variety of functions. The data base I was asked to develop will be used by the Indiana Department of Commerce, International Division. This data base will be used to replace the existing systems. The systems currently being used are a manual filing system, "brain power", and the Harris Selectory. The completed data base must satisfy all the requirements that were specified by The Indiana Department of Commerce. The program must be capable of running on IBM PS2 Model 60 computers and compatible computers. It must contain the fields specified by the Indiana Department of Commerce. The data base must be extremely user friendly. It should be easy to use and update. It should also have as many safety features as possible to help keep users from making mistakes. A user manual will also be written to help the users if they have any problems or questions.

This data base is going to be used by the Indiana Department of Commerce to organize the files of the companies interested in exporting products to Indiana, as well as the companies exporting products out of Indiana. After looking at the requirements for the project, I determined that I could use a flat-file data base. A flat-file data base is used when the fields do not have to interact with one another in the file. The software I chose to use for this project is called Q&A. Q&A is
powerful and easy to use. It provides filing, reporting and word processing functions. It also utilizes artificial intelligence in its "intelligent assistant" component. The intelligent assistant gives the user the capability to perform queries in English. Users do not need to know programming languages to create reports. They can use ordinary English sentences to ask for a specific report. The intelligent assistant will translate the request into computer language for the user to verify and then it will perform the search. Q&A also facilitates mass mailings. The file manager and the word processor can work together to make mass mailings easy. Another benefit Q&A has is that it is compatible with Lotus 123, Symphony spreadsheets and dBase files. This compatibility allows for the smooth flow of information. After I looked at the capabilities of Q&A and the requirements of the project, I decided that Q&A would be the best software for the project. Overall, I felt that Q&A would provide the power need to perform the necessary functions, while still being user friendly.

Once I decided to use Q&A software, I was able to begin work on the data base. The first step I took was to analyze the information that was given to me by the Indiana Department of Commerce. By analyzing, I mean I looked over all the forms I was given to try to compile a data dictionary. The data dictionary is a list of all the data elements to be stored in the data base. The data
dictionary is used to bridge the gap between the end user and the data base designer. The data dictionary is like an ordinary dictionary. It provides a definition of each field in the data base. In this definition there is a description of the data element, the type of data it is, the length of the field, aliases, value range, typical value, specific values, and editing details. If the end user is confused as to what a particular field is referring to, they can look it up in the data dictionary. Anything that is to be entered into the system will be stored in the data base. To begin developing the data base, I studied each form to find out what fields were necessary. Once I determined which fields to include, I began studying the requirements of all the fields. Once I determined the requirements for the data elements, I entered all the information onto a data element form. All the information on the form helps define the data element.

After I finished the data dictionary, I began working on the data entry screens. There are ten data entry screens in this data base. Each screen contains fields that correspond with the questions on the surveys received from companies. The first step I took when working on the data entry screens was to look at the data elements in the data dictionary. I tried to organize the data elements into a logical sequence. For example, I put all the data elements regarding the contact person together. Once I had all the data elements separated, I began to organize
them on the screens. I tried to follow the format of the surveys as much as possible. I felt that by following the surveys, it would be easier for the data entry person to enter the data. Once I got the screens organized the way I wanted them to be organized, I took the program down to the Indiana Department of Commerce. At the Indiana Department of Commerce, I demonstrated the data entry screens. We talked about the questions I had and we talked about things that they wanted added or deleted. After that demonstration, I went back and made the changes that were discussed. I added default values and several more fields. Once I added fields, I had to be sure to go back to the data dictionary and add the new fields.

After I finished the data entry screens, I began testing the fields. Testing is done to make sure the data fits in the available space. It is also done to make sure the data can be manipulated in the format necessary for creating reports. In order to test the data, I had to enter sample data. With the sample data, I created reports using the various fields. Once I was sure all the data could be manipulated in the necessary fashion, I took the program to the data entry person. The data entry person went through the screens entering sample data. I helped to clear up any questions that were encountered. We worked until she was sure she understood how to work with the program.

Once the data entry screens were done, I was able to
begin writing my training manual. My training manual includes a description of the data entry screens, step-by-step instructions of how to enter data, step-by-step instructions of how to search/update, and step-by-step instructions of how to create reports. The training manual also contains the data dictionary. Once the training manual was completed, my part of the project was completed. The installation, training and support will be done by Dr. Tom Harris.

I feel that this project has been a beneficial learning experience. While working on this project, I have been exposed to many different areas of the management information systems field. During the project, I worked with the end user to make sure the requirements were being satisfied. We worked together to make sure the data base performed in the proper manner.

Also during the project, I gained experience as an analyst. I analyzed the situation as well as the information I was given. I analyzed the information to try to create a data dictionary. In order to understand the purpose of the project, I had to analyze the situation.

Another benefit I got from this project is that I gained experience as a system designer. I was the actual designer of the data base system. I created the data dictionary and the data entry screens.

The last benefit I gained was that I got experience
documenting a system. Documentation is one of the most important steps in creating a system. If the user cannot use the system, the system is not functional. It is important that the user be able to use the system. Documentation is the easiest way to ensure that the user will be able to use the system.

Overall, I feel that this project has given me valuable work experience. I can include this project on my resume. It shows that I have the capability to work as a systems analyst. I feel this project has had a very important impact on my career.
APPENDIX
USER MANUAL

FOR

INDIANA DEPARTMENT OF COMMERCE

DATA BASE

BY

CHERYL A. CIRINCIONE
INTRODUCTION

This manual is to be used with the data base for the Indiana Department of Commerce. This manual is written to help the user understand the data base and how it functions. The user should read the manual while working with the data base.

Q&A software is capable of many more functions than what is included in this manual. For further instruction, refer to the manuals included in the Q&A package.
DATA ENTRY SCREENS

Data entry screens allow the user to enter information into the data base. The screens are arranged for easy data entry.

DATA ENTRY SCREEN #1

The first data entry screen asks for specific information on the company. The fields that are included are listed below.

<table>
<thead>
<tr>
<th>DATE</th>
<th>FIRST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td>MI</td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td>LAST NAME</td>
</tr>
<tr>
<td>CITY</td>
<td>SUFFIX</td>
</tr>
<tr>
<td>STATE/PROVINCE</td>
<td>TITLE</td>
</tr>
<tr>
<td>ZIP</td>
<td>TELEPHONE</td>
</tr>
<tr>
<td>COUNTRY</td>
<td>FAX</td>
</tr>
<tr>
<td>COUNTRY</td>
<td>TELEX</td>
</tr>
<tr>
<td>STATUS</td>
<td>DATE OF ENTRY</td>
</tr>
<tr>
<td>ACTIVE IDOC USER (Y/N)</td>
<td>LAST DATE OF CONTACT</td>
</tr>
<tr>
<td>EDS (Y/N)</td>
<td></td>
</tr>
</tbody>
</table>

In order to enter data into this screen, the user must type the necessary data into the space provided.

DATA ENTRY SCREEN #2

The second data entry screen asks for information on the product manufactured. It also asks if the company currently exports. The fields that are included are listed below.

<table>
<thead>
<tr>
<th>PRODUCT DESCRIPTION</th>
<th>SIC CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARMONIZED SCHEDULE B NUMBER</td>
<td>EXPORT STATUS</td>
</tr>
<tr>
<td>EXPORT COUNTRY</td>
<td>SALES NETWORK</td>
</tr>
<tr>
<td>EXPORT COMPANY NAME</td>
<td></td>
</tr>
</tbody>
</table>

In order to enter data into this screen, the user must type the necessary data into the space provided.

DATA ENTRY SCREEN #3

The third data entry screen asks for information regarding joint ventures and foreign licensees. The fields included are listed below.
DATA ENTRY SCREEN #4

The fourth data entry screen asks the user to mark which field of activity the product is classified as. The fields included are listed on the State of Indiana Product Categories sheet, which is included in the EDS form. This screen contains items one-to-sixteen.

In order to enter data into this screen, the user must type a "Y" in the space provided. There is a default value of "N" already there.

DATA ENTRY SCREEN #5

The fifth data entry screen is a continuation of the fourth data entry screen. This screen contains items seventeen-to-thirty from the State of Indiana Product Categories.

In order to enter data into this screen, the user must again type a "Y" in the space provided. There is a default value of "N" already there.

DATA ENTRY SCREEN #6

The sixth data entry screen asks the user to mark which end-user industries the company is interested in. The fields that are included are listed on the State of Indiana Product Categories sheet included in the EDS form. This screen contains items one-to-nineteen.

In order to enter data into this screen, the user again must type a "Y" in the space provided. There is a default value of "N" already there.

DATA ENTRY SCREEN #7

The seventh data entry screen is a continuation of the sixth data entry screen. This screen contains items twenty-to-thirty. This screen also asks for information regarding the regions and the subregions the company is
interested in. The fields that are included are listed below.

<table>
<thead>
<tr>
<th>Region</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASIA</td>
<td>CANADA</td>
</tr>
<tr>
<td>LATIN AMERICA</td>
<td>AFRICA</td>
</tr>
<tr>
<td>EUROPE</td>
<td>MID EAST</td>
</tr>
<tr>
<td>SOUTH ASIA</td>
<td>SOUTHEAST ASIA</td>
</tr>
<tr>
<td>NORTH ASIA</td>
<td>ASEAN</td>
</tr>
</tbody>
</table>

In order to mark the region or subregion, the user must type a "Y" in the space provided. There is a default value of "N" already there.

**DATA ENTRY SCREEN #8**

The eighth data entry screen is a continuation of the seventh data entry screen. The beginning of the eighth data entry screen asks for more information regarding which subregions the company is interested in exporting to. The second half of screen eight asks for information regarding which countries the company is interested in exporting their product to. The fields that are included are listed below. The country fields are listed in alphabetical order horizontally.

<table>
<thead>
<tr>
<th>Region</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH AFRICA</td>
<td>WEST AFRICA</td>
</tr>
<tr>
<td>CENTRAL AFRICA</td>
<td>SOUTHERN AFRICA</td>
</tr>
<tr>
<td>CARIBBEAN</td>
<td>MEXICO</td>
</tr>
<tr>
<td>CENTRAL AMERICA</td>
<td>SOUTH AMERICA</td>
</tr>
</tbody>
</table>

ALL THE COUNTRIES THAT ARE LOCATED IN ASIA THAT USE THE INDIANA DEPARTMENT OF COMMERCE

In order to mark the subregion(s) or countries, the user must type a "Y" in the space provided. There is already a default value of "N" there.

**DATA ENTRY SCREEN #9**

The ninth data entry screen asks the user to mark the countries that the company is interested in exporting within Africa and the Middle East. The fields that are included are ALL THE COUNTRIES LOCATED IN AFRICA AND THE MIDDLE EAST that use the Indiana Department of Commerce. These fields are in alphabetical order horizontally.

In order to mark the countries, the user must enter a "Y" in the space provided. There is already default value of "N" there.
DATA ENTRY SCREEN #10

The tenth data entry screen asks the user to mark the countries that the company is interested in exporting to within Europe and Latin America. The fields that are included are ALL THE COUNTRIES LOCATED IN EUROPE AND LATIN AMERICA that use the Indiana Department of Commerce. These fields are in alphabetical order horizontally.

In order to mark the countries, the user must again type a "Y" in the space provided. There is a default value of "N" already there.
ADDING DATA

If the user wants to input data into the data base, he/she uses the adding data function. The adding data function allows the user to enter data.

The steps necessary to add data are listed below.

HOW TO ENTER INFORMATION INTO A FORM

Step 1: Choose FILE from the Main Menu. Press the "F" key from the Main Menu.

The F key will take you to the File Menu.

Step 2: Choose ADD DATA from the File Menu. Press the "A" key from the File Menu.

After the A key has been pressed, you will be asked to enter a file name.

Step 3: Enter the filename. Type "DATAENTRY", followed by "RETURN".

After you press RETURN, a form will appear on the screen. This is the data entry screen.

Figures 1-10 are the data entry screens that will appear.

Step 4: Type in the data.

You begin typing in the information on the form. There are two ways of moving from field to field. You can use either the RETURN key or the TAB key.

RETURN - The return key will move you line by line. If you have a field that is several lines long, you will have to return several times to reach the next field.

TAB - The tab key will automatically take you to the next field.
Step 5: When you finish a form, press the "F10" key.

By pressing the F10 key, the filled-in form will be saved and you will be presented with a blank form.

Step 6: When you are finished entering new forms, press "SHIFT F10" or "ESC" when the screen displays a blank form.

This will take you back to the File Menu.

EDITING A FIELD

* You can use the RETURN, TAB, SHIFT TAB, UP ARROW, and DOWN ARROW keys to move between fields.

* You can use the RIGHT and LEFT ARROW keys to move within a field.

* You can use the DEL key to delete a character.

  - Move the cursor under the character you want to delete and press "DEL".

    or

  You can use the BACK SPACE key to delete a character.

  - Move the cursor to the right of the character you want to delete and press "BACK SPACE".

    or

  You can use the BACK SPACE key to delete the last character you typed.

    - Press the "BACK SPACE" key.

* You can use the F4 key to delete a whole word and the space after it.

  - Move the cursor under the first letter of the word you want to delete and press "F4".

* You can use the SHIFT F4 key to delete a whole line.

  - Move the cursor anywhere on the line you want to delete and press "SHIFT F4".

* You can use the F3 key to delete a whole block of characters.
- Move the cursor to the first character you want to delete and press "F3". Then use the "ARROW" keys to move the cursor to the last character you want to delete. Then press "F10".

* You can use the INS key to switch to Insert Mode.

- Move the cursor to the position you want to insert information and press "INS". When you are finished inserting the information press "INS" to return to Overwrite Mode.
SEARCH/UPDATE

Search/update is used for a variety of reasons. These reasons include:

1. looking up a particular form or related group of forms
2. changing, updating, or adding information on your forms
3. printing a form or group of forms as is
4. deleting a particular form

HOW TO USE SEARCH/UPDATE

Step 1: Choose SEARCH/UPDATE from the File Menu. Press the "S" key.

You will then be asked for the name of the file you want to use.

Step 2: Type the filename. Type "DATAENTRY", followed by "RETURN".

This will bring you to the RETRIEVE SPEC screen

Step 3: Use the TAB or ARROW keys to go to the appropriate fields.

Step 4: Type in the appropriate search restrictions.

The search restrictions allow you to specify what forms you want to find.

Step 5: Press "F8" to get to the SORT SPEC screen.

The SORT SCREEN allows you to arrange the forms that are found to your specifications.

Step 6: Once you have entered all the restrictions, press "F10".

Once F10 is pressed, the first form that
was found that meets your criteria will be displayed on the screen.

HOW TO RETRIEVE FORMS

To Retrieve All Forms:

If you want to retrieve all the forms in the data base, press "F10" at the RETRIEVE SPEC screen.

To Retrieve Specific Forms:

If you want a specific form or group of related forms, you must specify what you are looking for.

In order to specify what you are looking for, you must go to the appropriate field and type in the specific information you are interested in finding.

- Example -

If you are looking for all companies located in Muncie, you would go to the field called 'city' and you would type "MUNCIE", followed by "F10".

This should bring up the forms of all the companies located in Muncie.

HOW TO SORT THE FORMS THAT ARE TO BE RETRIEVED

Step 1. Once you have finished specifying what forms you want retrieved, press "F8". You press F8 from the RETRIEVE SPEC screen.

Step 2. Press "TAB", until you get to the field you want to sort.

Step 3. Type in the number "1". At this time, you can also specify whether you want it to be in ascending order or descending order. Type "AS" if you want it to be in ascending order and type "DS" if you want it to be in descending order.
EXAMPLE-
If you want COMPANY NAME to be the first column on the report, type a "1" in the field.

Step 4. Move to the next field you want included in the sort and type a "2", followed by an "AS" or "DS".

EXAMPLE-
If you want COUNTRY to be the second column on the report, type a "2" in the field.

Step 5. Repeat step 4 as many times as necessary using increasingly higher numbers.

Step 6. When you have finished choosing the fields you want to sort, press "F10".

This will bring the first form that has been found that meets your specifications up on the screen. From here you can perform the same editing functions that you could perform on the retrieved forms.
REPORTS

If a user wants to create a report, there are two ways he/she can do it. The first way is to use the report function. The second way is to use the Intelligent Assistant. Both ways are very easy to use.

The steps necessary to create a report using the report function are listed below.

HOW TO CREATE A REPORT USING THE REPORT FUNCTION

Step 1: Choose REPORT from the main menu. Press the "R" key from the main menu.

This will bring you to the Report Menu.

Step 2: Choose DESIGN/REDESIGN REPORT from the report menu. Press the "D" key from the report menu.

The user will then be asked to enter the filename that the database is listed under.

Step 3: Enter the filename. Type "DATAENTRY" followed by "RETURN".

The user will then be asked to enter the name of the report.

Step 4: Enter the report name. Type "reportname" followed by "RETURN".

This will bring up the first data entry screen.

Step 5: Enter the information you want to retrieve. For more information on how to do this see the section on SEARCH/UPDATE - HOW TO RETRIEVE FORMS.

This will bring you to the sort column screen.

Step 6: Specify the order you want the columns to be presented in. For more information on how to
do this see the section on SEARCH/UPDATE - HOW TO SORT COLUMNS.

This will take you to the print screen.

Step 7: Select the print options you want and then press "F10".

This will print the report and take you back to the report menu.

Step 8: Press "ESC" to return to the main menu.
FIGURES 1-10
WHAT IS THE DATE OF ENTRY OF THE COMPANY:

IS THE COMPANY STILL AND ACTIVE USER OF IDOC? (Y/N): N

WHAT IS THE LAST DATE OF CONTACT FROM THIS COMPANY:

DOES THIS COMPANY HAVE AN EDS? (Y/N): Y
**WHAT PRODUCTS DO YOU MANUFACTURE?**

**PRODUCT DESCRIPTION:**

<table>
<thead>
<tr>
<th>SIC CODE:</th>
<th>HARMONIZED SCHEDULE B NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DO YOU CURRENTLY EXPORT? (Y/N): N**

1. **EXPORT COUNTRY:**
   **EXPORT COMPANY NAME:**
   **SALES NETWORK:**

2. **EXPORT COUNTRY:**
   **EXPORT COMPANY NAME:**
   **SALES NETWORK:**

3. **EXPORT COUNTRY:**
   **EXPORT COMPANY NAME:**
   **SALES NETWORK:**

4. **EXPORT COUNTRY:**
   **EXPORT COMPANY NAME:**
   **SALES NETWORK:**

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**Figure 2**

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**EXPORTST.DTF**

New Form 1 of 1 Total Forms: 4 Page 2 of 1

Esc-Exit F1-How to add F3-Delete form F7-Search F8-Calc F10-Continue
5. EXPORT COUNTRY: ___
   EXPORT COMPANY NAME: ___

6. EXPORT COUNTRY: ___
   EXPORT COMPANY NAME: ___

7. EXPORT COUNTRY: ___
   EXPORT COMPANY NAME: ___

DO YOU HAVE ANY JOINT VENTURES? (Y/N): N
   IF YES, WHERE?:

DO YOU HAVE ANY FOREIGN LICENSEES? (Y/N): N
   IF YES, WHERE?:

Figure 3
### STATE OF INDIANA PRODUCT CATEGORIES

#### FIELDS OF ACTIVITY

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COMPUTERS, PERIPHERALS, AND SOFTWARE</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>ELECTRONIC PRODUCTION AND TEST EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>ELECTRIC AND ELECTRONIC EQUIPMENT AND COMPONENTS</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>AVIONICS, INCLUDING MILITARY EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>BUSINESS AND TELECOMMUNICATION EQUIPMENT AND FIBER OPTICS</td>
<td>N</td>
</tr>
<tr>
<td>6</td>
<td>SCIENTIFIC AND ANALYTICAL INSTRUMENTS</td>
<td>N</td>
</tr>
<tr>
<td>7</td>
<td>LASER AND OPTO-ELECTRONIC EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>8</td>
<td>GENERAL HEALTH CARE PRODUCTS, MEDICAL AND DENTAL EQUIPMENT AND SUPPLIES, INCLUDING PHARMACEUTICALS</td>
<td>N</td>
</tr>
<tr>
<td>9</td>
<td>INDUSTRIAL PROCESS CONTROLS</td>
<td>N</td>
</tr>
<tr>
<td>10</td>
<td>MACHINES TOOLS AND ACCESSORIES</td>
<td>N</td>
</tr>
<tr>
<td>11</td>
<td>ROBOTICS</td>
<td>N</td>
</tr>
<tr>
<td>12</td>
<td>PUMPS, VALVES, FITTINGS, AND COMPRESSORS</td>
<td>N</td>
</tr>
<tr>
<td>13</td>
<td>GENERAL INDUSTRIAL PRODUCTS</td>
<td>N</td>
</tr>
<tr>
<td>14</td>
<td>POWER GENERATION AND DISTRIBUTION EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>15</td>
<td>POLLUTION AND ENVIRONMENT PROTECTION AND CONTROL EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>16</td>
<td>MOTOR VEHICLES, INCLUDING ALL PARTS AND ACCESSORIES</td>
<td>N</td>
</tr>
</tbody>
</table>

---

**Figure 4**
<table>
<thead>
<tr>
<th></th>
<th>Category</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>CHEMICALS, PETROCHEMICALS, INCLUDING PLASTIC AND RUBBER (AND ALL RELATED EQUIPMENT)</td>
<td>N</td>
</tr>
<tr>
<td>18</td>
<td>AGRICULTURE PRODUCTS AND EQUIPMENT, FEEDS AND FERTILIZERS</td>
<td>N</td>
</tr>
<tr>
<td>19</td>
<td>CONSTRUCTION EQUIPMENT AND MATERIALS, INCLUDING HEATING AND AIR CONDITIONING</td>
<td>N</td>
</tr>
<tr>
<td>20</td>
<td>SECURITY AND SAFETY PRODUCTS AND EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>21</td>
<td>HOTEL AND RESTAURANT EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>22</td>
<td>FOOD STUFFS</td>
<td>N</td>
</tr>
<tr>
<td>23</td>
<td>FOOD PROCESSING AND PACKAGING EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>24</td>
<td>CONSUMER GOODS; GENERAL, INCLUDING TOY, GAMES, AND SPORTING GOODS</td>
<td>N</td>
</tr>
<tr>
<td>25</td>
<td>APPAREL, TEXTILES AND TEXTILE MACHINERY</td>
<td>N</td>
</tr>
<tr>
<td>26</td>
<td>EDUCATIONAL PRODUCTS</td>
<td>N</td>
</tr>
<tr>
<td>27</td>
<td>PAPER, PRINTING, AND GRAPHIC ARTS PRODUCTS</td>
<td>N</td>
</tr>
<tr>
<td>28</td>
<td>FURNITURE</td>
<td>N</td>
</tr>
<tr>
<td>29</td>
<td>SERVICES, INCLUDING TRANSPORTATION</td>
<td>N</td>
</tr>
<tr>
<td>30</td>
<td>OTHER (PLEASE SPECIFY)</td>
<td>N</td>
</tr>
</tbody>
</table>

OTHER:

**Figure 5**
<table>
<thead>
<tr>
<th>END USER INDUSTRIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 COMPUTERS, PERIPHERALS, AND SOFTWARE</td>
<td>N</td>
</tr>
<tr>
<td>2 ELECTRONIC PRODUCTION AND TEST EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>3 ELECTRIC AND ELECTRONIC EQUIPMENT AND COMPONENTS</td>
<td>N</td>
</tr>
<tr>
<td>4 AVIONICS, INCLUDING MILITARY EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>5 BUSINESS AND TELECOMMUNICATIONS EQUIPMENT AND FIBER OPTICS</td>
<td>N</td>
</tr>
<tr>
<td>6 SCIENTIFIC AND ANALYTIC INSTRUMENTS</td>
<td>N</td>
</tr>
<tr>
<td>7 LASER AND OPTO-ELECTRONIC EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>8 GENERAL HEALTH CARE PRODUCTS, MEDICAL AND DENTAL EQUIPMENT AND SUPPLIES, INCLUDING PHARMACEUTICALS</td>
<td>N</td>
</tr>
<tr>
<td>9 INDUSTRIAL PROCESS CONTROLS</td>
<td>N</td>
</tr>
<tr>
<td>10 MACHINE TOOLS AND ACCESSORIES</td>
<td>N</td>
</tr>
<tr>
<td>11 ROBOTICS</td>
<td>N</td>
</tr>
<tr>
<td>12 PUMPS, VALVES, FITTINGS AND COMPRESSORS</td>
<td>N</td>
</tr>
<tr>
<td>13 GENERAL INDUSTRIAL PRODUCTS</td>
<td>N</td>
</tr>
<tr>
<td>14 POWER GENERATION AND DISTRIBUTION EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>15 POLLUTION AND ENVIRONMENTAL PROTECTION AND CONTROL EQUIPMENT</td>
<td>N</td>
</tr>
<tr>
<td>16 MOTOR VEHICLES, INCLUDING ALL PARTS AND ACCESSORIES</td>
<td>N</td>
</tr>
<tr>
<td>17 CHEMICALS, PETROCHEMICALS, INCLUDING PLASTIC AND RUBBER</td>
<td>N</td>
</tr>
<tr>
<td>18 AGRICULTURAL PRODUCTS AND EQUIPMENT, FEEDS AND FERTILIZERS</td>
<td>N</td>
</tr>
<tr>
<td>19 CONSTRUCTION EQUIPMENT AND MATERIALS</td>
<td>N</td>
</tr>
</tbody>
</table>

**Figure 6**
<table>
<thead>
<tr>
<th>Category</th>
<th>Selection</th>
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</thead>
<tbody>
<tr>
<td>Security and Safety Products and Equipment</td>
<td>N</td>
</tr>
<tr>
<td>Hotel and Restaurant Equipment</td>
<td>N</td>
</tr>
<tr>
<td>Food Stuffs</td>
<td>N</td>
</tr>
<tr>
<td>Food Processing and Packaging Equipment</td>
<td>N</td>
</tr>
<tr>
<td>Consumer Goods; General</td>
<td>N</td>
</tr>
<tr>
<td>Apparel, Textiles and Textile Machinery</td>
<td>N</td>
</tr>
<tr>
<td>Educational Products</td>
<td>N</td>
</tr>
<tr>
<td>Paper, Printing and Graphic Arts Products</td>
<td>N</td>
</tr>
<tr>
<td>Furniture</td>
<td>N</td>
</tr>
<tr>
<td>Services, Including Transportation</td>
<td>N</td>
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<tr>
<td>Other (Please Specify)</td>
<td>N</td>
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**WHAT REGION ARE YOU INTERESTED IN?**

<table>
<thead>
<tr>
<th>Region</th>
<th>Selection</th>
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<tbody>
<tr>
<td>Asia</td>
<td>N</td>
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<tr>
<td>Canada</td>
<td>N</td>
</tr>
<tr>
<td>Latin America</td>
<td>N</td>
</tr>
<tr>
<td>Africa</td>
<td>N</td>
</tr>
<tr>
<td>Europe</td>
<td>N</td>
</tr>
<tr>
<td>Mid East</td>
<td>N</td>
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**WHAT SUBREGION ARE YOU INTERESTED IN?**

<table>
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<th>Selection</th>
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<tbody>
<tr>
<td>South Asia</td>
<td>N</td>
</tr>
<tr>
<td>Southeast Asia</td>
<td>N</td>
</tr>
<tr>
<td>North Asia</td>
<td>N</td>
</tr>
<tr>
<td>ASEAN</td>
<td>N</td>
</tr>
</tbody>
</table>
WHAT COUNTRY ARE YOU INTERESTED IN?


AFRICA

NORTH AFRICA: N  WEST AFRICA: N  CENTRAL AFRICA: N  SOUTHERN AFRICA: N

LATIN AMERICA

CARIBBEAN: N  MEXICO: N  CENTRAL AMERICA: N  SOUTH AMERICA: N

ASIA


BURMA: N  INDIA: N  MALAYSIA: N  NEW ZEALAND: N  PHILIPPINES: N  SINGAPORE: N

CAMBODIA: N  INDONESIA: N  MONGOLIA: N  NORTH KOREA: N  SINGAPORE: N  VIETNAM: N

EXPORTST.DTF

New Form 1 of 1

Figure 8
<table>
<thead>
<tr>
<th>AFRICA</th>
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<tbody>
<tr>
<td>ALGERIA: N</td>
<td>ANGOLA: N</td>
<td>BENIN: N</td>
<td>BOTSWANA: N</td>
<td></td>
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<tr>
<td>BURUNDI: N</td>
<td>CAMEROON: N</td>
<td>CAPE VERDE: N</td>
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</tr>
<tr>
<td>COMORO ISLANDS: N</td>
<td>CONGO: N</td>
<td>DJIBOUTI: N</td>
<td></td>
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<tr>
<td>EGYPT: N</td>
<td>EQUATORIAL GUINEA: N</td>
<td>ETHIOPIA: N</td>
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<td>GAMBIA: N</td>
<td>GUINEA: N</td>
<td>GUINEA-BISSAU: N</td>
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</tr>
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<td>KENYA: N</td>
<td>LESOTHO: N</td>
<td>LIBERIA: N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MADAGASCAR: N</td>
<td>MALAWI: N</td>
<td>MALI: N</td>
<td></td>
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<tr>
<td>MAURITIUS: N</td>
<td>MOROCCO: N</td>
<td>MOZAMBIQUE: N</td>
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<td>NIGERIA: N</td>
<td>RWANDA: N</td>
<td>SENEGAL: N</td>
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<td>SIERRA LEONE: N</td>
<td>SOMALIA: N</td>
<td>SOUTH AFRICA: N</td>
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<tr>
<td>SWAZILAND: N</td>
<td>TANZANIA: N</td>
<td>TOGO: N</td>
<td></td>
<td></td>
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<tr>
<td>UGANDA: N</td>
<td>UPPER VOLTA: N</td>
<td>ZAIRE: N</td>
<td></td>
<td></td>
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<tr>
<td>ZIMBABWE: N</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>MIDDLE EAST</td>
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<td>BAHRAIN: N</td>
<td>CYPRUS: N</td>
<td>IRAN: N</td>
<td>IRAQ: N</td>
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<tr>
<td>ISRAEL: N</td>
<td>JORDAN: N</td>
<td>KUWAIT: N</td>
<td>LEBANON: N</td>
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<tr>
<td>OMAN: N</td>
<td>QATAR: N</td>
<td>SAUDI ARABIA: N</td>
<td>SYRIA: N</td>
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<tr>
<td>TURKEY: N</td>
<td>UNITED ARAB EMIRATES: N</td>
<td>YEMEN: N</td>
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</tbody>
</table>

**EXPORTST.DTF**

New Form 1 of 1 Total Forms: 4 Page 9 of

Esc-Exit F1-How to add F3-Delete form F7-Search F8-Calc F10-Continue

*Figure 9*
<table>
<thead>
<tr>
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<tr>
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<td>ARGENTINA: N</td>
<td>ARUBA: N</td>
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<td>BAHAMAS: N</td>
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<td>BOLIVIA: N</td>
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<td>CAYMAN ISLANDS: N</td>
<td>CHILE: N</td>
<td>COLOMBIA: N</td>
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<td>COSTA RICA: N</td>
<td>CUBA: N</td>
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<td>REPUBLIC: N</td>
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<td>GUYANA: N</td>
<td>GRENADINE: N</td>
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<td>PERU: N</td>
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<td>ST. LUCIA: N</td>
<td>ST. VINCENT &amp;</td>
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<td>SURINAME: N</td>
<td>TRINIDAD &amp; TOBAGO: N</td>
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</table>

--- EUROPE ---

<table>
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<td>ALBANIA: N</td>
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<td>CZECHOSLOVAKIA: N</td>
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<td>GERMANY: N</td>
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<td>HUNGARY: N</td>
<td>ICELAND: N</td>
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<td>SWITZERLAND: N</td>
<td>UNITED KINGDOM: N</td>
<td>YUGOSLAVIA: N</td>
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</table>

**Figure 10**
DATA ELEMENT

ELEMENT NAME: DATE

DESCRIPTION: THE DATE THE INFORMATION WAS ENTERED INTO THE SYSTEM

TYPE: DATE

LENGTH: 20 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: MAY 25, 1991

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: COMPANY NAME

DESCRIPTION: NAME OF THE COMPANY THE FILE IS ABOUT

TYPE: ALPHANUMERIC

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: ABC COMPANY

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A

LENGTH: 67 CHARACTERS
DATA ELEMENT

ELEMENT NAME: STREET ADDRESS

DESCRIPTION: THE STREET ADDRESS OF THE COMPANY THE FORM IS ABOUT

TYPE: ALPHANUMERIC

LENGTH: 35 CHARACTERS

ALIASES: ADDRESS

VALUE RANGE: N/A

TYPICAL VALUE: 234 WEST GREEN STREET

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: CITY

DESCRIPTION: THE CITY THE COMPANY IS LOCATED IN

TYPE: ALPHABETIC LENGTH: 20 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: MUNCIE

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: STATE/PROVINCE

DESCRIPTION: THE STATE THE COMPANY IS LOCATED IN

TYPE: ALPHABETIC

LENGTH: 15 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: IN

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: ZIP CODE

DESCRIPTION: WHAT POSTAL CODE THE COMPANY HAS

TYPE: ALPHANUMERIC

LENGTH: 19 CHARACTERS

ALIASES: POSTAL CODE

VALUE RANGE: N/A

TYPICAL VALUE: 47303

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: COUNTY

DESCRIPTION: THE COUNTY THE COMPANY IS LOCATED WITHIN INDIANA

TYPE: ALPHANUMERIC

VALUE RANGE: N/A

TYPICAL VALUE: DELAWARE

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A

LENGTH: 24 CHARACTERS
DATA ELEMENT

ELEMENT NAME: COUNTRY

DESCRIPTION: WHAT COUNTRY THE COMPANY IS LOCATED IN

TYPE: ALPHABETIC

LENGTH: 20 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: SPAIN

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: STATUS

DESCRIPTION: INDICATES THE STATUS OF THE CONTACT PERSON

TYPE: ALPHABETIC
LENGTH: 10 CHARACTERS

ALIASES: MARITAL STATUS, PERSON'S STATUS

VALUE RANGE: N/A

TYPICAL VALUE: MR.

LIST OF SPECIFIC VALUES: MR., MRS., MS., MISS, DR., ETC...

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: FIRST NAME

DESCRIPTION: FIRST NAME OF THE CONTACT PERSON AT THE COMPANY

TYPE: ALPHABETIC
LENGTH: 15 CHARACTERS

ALIASES: FIRST NAME OF CONTACT PERSON, NAME

VALUE RANGE: N/A

TYPICAL VALUE: SCOTT

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: MI
DESCRIPTION: MIDDLE INITIAL OF THE CONTACT PERSON

TYPE: ALPHABETIC
LENGTH: 2 CHARACTERS

ALIASES: MIDDLE NAME, CONTACT PERSON MIDDLE INITIAL

VALUE RANGE: A-Z

TYPICAL VALUE: A

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: LAST NAME

DESCRIPTION: LAST NAME OF THE CONTACT PERSON

TYPE: ALPHABETIC

VALUE RANGE: N/A

TYPICAL VALUE: MORRIS

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A

LENGTH: 16 CHARACTERS
DATA ELEMENT

ELEMENT NAME: SUFFIX

DESCRIPTION: SUFFIX OF CONTACT PERSON'S NAME (PH.D)

TYPE: ALPHABETIC

LENGTH: 10 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: JR.

LIST OF SPECIFIC VALUES: JR., SR., PH.D., M.D., ETC...

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: TITLE

DESCRIPTION: TITLE OF THE CONTACT PERSON WITHIN THE COMPANY

TYPE: ALPHABETIC

ALIASES: POSITION

VALUE RANGE: N/A

TYPICAL VALUE: PERSONNEL MANAGER

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: TELEPHONE

DESCRIPTION: PHONE NUMBER WHERE CONTACT PERSON CAN BE REACHED DURING THE DAY

TYPE: NUMERIC 

LENGTH: 25 CHARACTERS

ALIASES: PHONE NUMBER

VALUE RANGE: N/A

TYPICAL VALUE: 317-288-5656

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: FAX

DESCRIPTION: FAX NUMBER WHERE THE CONTACT PERSON CAN BE REACHED DURING THE DAY

TYPE: ALPHANUMERIC  LENGTH: 25 CHARACTERS

ALIASES: FACSIMILE NUMBER

VALUE RANGE: N/A

TYPICAL VALUE: 317-288-5657

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: TELEX

DESCRIPTION: TELEX NUMBER WHERE THE CONTACT PERSON CAN BE REACHED DURING THE DAY

TYPE: ALPHANUMERIC

LENGTH: 15 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N/A

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: DATE OF ENTRY

DESCRIPTION: WHEN THE COMPANY BEGAN USING THE INDIANA DEPARTMENT OF COMMERCE

TYPE: DATE

LENGTH: 20 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: 05-13-67

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: ACTIVE IDOC USER
DESCRIPTION: ARE THEY STILL AN ACTIVE USER OF IDOC? Y/N

TYPE: YES/NO
LENGTH: 3 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: YES

LIST OF SPECIFIC VALUES: Y, N,

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: LAST DATE OF CONTACT

DESCRIPTION: INDICATES THE LAST TIME THERE WAS ANY CONTACT BETWEEN THE COMPANY AND IDOC

TYPE: DATE LENGTH: 20 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: 06-13-91

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: EDS STATUS

DESCRIPTION: DOES THIS COMPANY HAVE AN EXPORT DEVELOPMENT STUDY FILLED OUT.

TYPE: YES/NO

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: Y

LIST OF SPECIFIC VALUES: Y, N

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: PRODUCT DESCRIPTION

DESCRIPTION: A DESCRIPTION OF THE PRODUCTS MANUFACTURED BY THE COMPANY

TYPE: ALPHANUMERIC

LENGTH: 296 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N/A

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: SIC CODE

DESCRIPTION: A CODE THAT TELLS WHAT INDUSTRY THEIR PRODUCT IS IN

TYPE: NUMERIC

LENGTH: 4 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: 2345

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: HARMONIZED SCHEDULE B NUMBER

DESCRIPTION: THIS A 12 CHARACTER CODE THAT SPECIFIES THE TYPE OF PRODUCT THE COMPANY PRODUCES.

TYPE: ALPHANUMERIC

LENGTH: 14 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N/A

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: EXPORT STATUS

DESCRIPTION: DOES THE COMPANY CURRENTLY EXPORT THEIR PRODUCTS?

TYPE: YES/NO

LENGTH: 3 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: NO

LIST OF SPECIFIC VALUES: YES, Y, NO, N

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: EXPORT COUNTRY

DESCRIPTION: INDICATE WHICH COUNTRIES THE COMPANY EXPORTS PRODUCTS TO

TYPE: ALPHABETIC

LENGTH: 20 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: JAPAN

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: SALES NETWORK

DESCRIPTION: TYPE OF SALES NETWORK USED IN EXPORTING

TYPE: ALPHANUMERIC

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: AGENT

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: EXPORT COMPANY NAME

DESCRIPTION: THE NAME OF THE COMPANY THIS COMPANY EXPORTS PRODUCTS TO.

TYPE: ALPHANUMERIC

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: JV CONSTRUCTION

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A

LENGTH: 60 CHARACTERS
DATA ELEMENT

ELEMENT NAME: JOINT VENTURE STATUS

DESCRIPTION: DOES THE COMPANY HAVE ANY JOINT VENTURES?

TYPE: YES/NO

LENGTH: 1 CHARACTER

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: Y

LIST OF SPECIFIC VALUES: Y, N

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: LOCATION OF JOINT VENTURE

DESCRIPTION: WHERE ARE THE JOINT VENTURES LOCATED?

TYPE: ALPHABETIC

LENGTH: 258 CHARACTERS

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: JAPAN

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: FOREIGN LICENSEE STATUS

DESCRIPTION: DOES THE COMPANY HAVE ANY FOREIGN LICENSEES?

TYPE: YES/NO

LENGTH: 1 CHARACTER

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N

LIST OF SPECIFIC VALUES: Y, N

OTHER EDITING DETAILS: N/A
DATA ELEMENT

ELEMENT NAME: LOCATION OF FOREIGN LICENSEES

DESCRIPTION: WHAT IS THE LOCATION OF THE FOREIGN LICENSEES?

TYPE: ALPHABETIC

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: CHINA

LIST OF SPECIFIC VALUES: N/A

OTHER EDITING DETAILS: N/A

LENGTH: 255 CHARACTERS
DATA ELEMENT

ELEMENT NAME: COMPUTERS, PERIPHERALS, AND SOFTWARE

DESCRIPTION: THIS IS THE FIRST STATE OF INDIANA PRODUCT CATEGORY FOR FIELDS OF ACTIVITY. THERE ARE THIRTY CATEGORIES IN THIS LIST.

TYPE: YES/NO

LENGTH: 1 CHARACTER

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N

LIST OF SPECIFIC VALUES: Y, N

OTHER EDITING DETAILS: ALL OTHER CATEGORIES ARE DONE THE SAME WAY. THE USER IS EXPECTED TO ENTER A "Y" IN THE SPACE PROVIDED FOR EACH CATEGORY THE COMPANY HAS MARKED ON THE EDS.
DATA ELEMENT

ELEMENT NAME: END USER INDUSTRIES; COMPUTERS, PERIPHERALS, AND SOFTWARE

DESCRIPTION: THIS IS THE FIRST STATE OF INDIANA PRODUCT CATEGORY FOR END USER INDUSTRIES. THERE ARE THIRTY CATEGORIES IN THIS LIST.

TYPE: YES/NO

LENGTH: 1 CHARACTER

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N

LIST OF SPECIFIC VALUES: Y, N

OTHER EDITING DETAILS: ALL OTHER CATEGORIES ARE DONE THE SAME WAY. THE USER IS EXPECTED TO ENTER A "Y" IN THE SPACE PROVIDED FOR EACH CATEGORY THE COMPANY MARKED ON THE EDS.
DATA ELEMENT

ELEMENT NAME: ASIA

DESCRIPTION: THIS IS ONE OF THE REGIONS THAT THE COMPANY MAY BE INTERESTED IN EXPORTING TO. THERE ARE SIX REGIONS TO CHOOSE FROM.

TYPE: YES/NO

LENGTH: 1 CHARACTER

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N

LIST OF SPECIFIC VALUES: Y, N

OTHER EDITING DETAILS: ALL THE OTHER REGIONS ARE DONE THE SAME WAY. THE USER IS EXPECTED TO ENTER A "Y" IN THE SPACE PROVIDED FOR THE REGION(S) THE COMPANY HAS SPECIFIED.
DATA ELEMENT

ELEMENT NAME: SOUTH ASIA

DESCRIPTION: THIS IS ONE OF THE SUBREGIONS THAT THE COMPANY MAY BE INTERESTED IN EXPORTING TO. THERE ARE TWELVE SUBREGIONS.

TYPE: YES/NO  LENGTH: 1 CHARACTER

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N

LIST OF SPECIFIC VALUES: Y, N

OTHER EDITING DETAILS: ALL THE OTHER SUBREGIONS ARE LISTED THE SAME WAY. THE USER IS EXPECTED TO ENTER A "Y" IN THE SPACE PROVIDED FOR EACH SUBREGION THE COMPANY MARKED.
DATA ELEMENT

ELEMENT NAME: AFGHANISTAN

DESCRIPTION: THIS IS ONE OF THE COUNTRIES THAT THE COMPANY MAY BE INTERESTED IN EXPORTING TO.

TYPE: YES/NO

LENGTH: 1 CHARACTER

ALIASES: N/A

VALUE RANGE: N/A

TYPICAL VALUE: N

LIST OF SPECIFIC VALUES: Y, N

OTHER EDITING DETAILS: ALL THE COUNTRIES ARE LISTED THE SAME WAY. THEY ARE DIVIDED BY REGION. WITHIN THE REGION, THEY ARE LISTED IN ALPHABETICAL ORDER HORIZONTALLY.