



# ***TIERS***

*Canadian Merchandise Trade Statistics*

*INFORMATION  
GUIDE*

*1995*

**TRADE INFORMATION ENQUIRY AND RETRIEVAL SYSTEM**



Statistics  
Canada

Statistique  
Canada

Canada



# ***TIERS***

## ***INFORMATION GUIDE 1995***

### **TRADE INFORMATION ENQUIRY AND RETRIEVAL SYSTEM**

#### **How to Obtain More Information**

Inquiries about the *TIERS* system or a customized system to suit your trade data requirements should be directed to:

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Systems and Electronic Products Section  
International Trade Division  
Statistics Canada  
Ottawa K1A 0T6  
Tel.: 613-951-9798 Fax : 613-951-0117

Inquiries about data and data dissemination services should be addressed to:

Marketing and Client Services Section  
International Trade Division  
Statistics Canada  
Ottawa K1A 0T6  
Tel.: 613-951-9647 Fax : 613-951-0117  
Toll free in Canada and the United States 1-800-294-5583

or to the Statistics Canada reference centre in:

Halifax	(1-902-426-5331)	Regina	(1-306-780-5405)
Montreal	(1-514-283-5725)	Edmonton	(1-403-495-3027)
Ottawa	(1-613-951-8116)	Calgary	(1-403-292-6717)
Toronto	(1-416-973-6586)	Vancouver	(1-604-666-3691)
Winnipeg	(1-204-983-4020)		

Toll-free access is provided in all provinces and territories, for users who reside outside the local dialing area of any of the regional reference centres.

Newfoundland, Labrador	
Nova Scotia, New Brunswick and Prince Edward Island	1-800-565-7192
Quebec	1-800-361-2831
Ontario	1-800-263-1136
Manitoba	1-800-661-7828
Saskatchewan	1-800-667-7164
Southern Alberta	1-800-882-5616
Alberta and Northwest Territories	1-800-563-7828
British Columbia and Yukon	1-800-663-1551

<b>Telecommunications Device for the Hearing Impaired</b>	<b>1-800-363-7629</b>
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## INTRODUCTION

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### Overview

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Statistics Canada has developed a product that gives fingertip access to timely merchandise trade data. *TIERS* (Trade Information Enquiry and Retrieval System) is a data and software package designed to expedite the recovery and manipulation of up-to-date Canadian merchandise trade information on micro-computer.

*TIERS* began as a simple enquiry program and was extended to include data manipulation functions and Harmonized System (HS) descriptions. The response from both internal and external users has encouraged software enhancements. Version 3.1, released in July 1993, reflects the dynamic characteristic of *TIERS* because we at the International Trade Division of Statistics Canada believe that *TIERS* is more than a product; it is a concept in which product enhancement is directly linked to user participation. Version 3.1 responds to users' requirements for multiple retrieval selection and save retrieval selection functions to further enhance the analytical process.

### Advantages

*TIERS* offers many advantages to users. Its near-instantaneous response to queries produces ultra fast results. Procedures related to accessing trade data are greatly streamlined through system prompts. No more need to wade through cumbersome tables or wait for customized output to have results! Trade data updates are disseminated in a timely fashion, usually two working days after the release of the preliminary figures. Further data manipulation is easily available to the user. *TIERS* also provides a linking facility to other software applications via ASCII files. Both data and software are provided for user microcomputer environments for either a stand-alone work station or a Local Area Network. Sub-sets of trade data are also available, targetting specific user markets. Descriptive metadata integrated at all levels of the HS eliminate the need for reference manuals. A separate keyword search facility for HS-6 descriptors, called *HS6LOOK*, and another for HS-10 descriptors, called *HS10LOOK*, enable users to find the required code or description of a commodity.

All these advantages can add up to improved analytical effectiveness for the user. In this era of increased international competitiveness, up-to-date merchandise trade statistics can help monitor Canada's economic situation.

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## Features of *TIERS*

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### Description of Data

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*Canadian Merchandise Trade Statistics*, based on customs data, details trade information for over 16,000 import and 6,000 export commodities for 200 countries. Based on the Harmonized System, Canadian imports are classified at the HS-10 level and exports at the HS-8 level starting from 1988.

Data components found in *Canadian Merchandise Trade Statistics (TIERS)* include:

Imports	Exports
HS codes (2,4,6,8,10)	HS codes (2,4,6,8)
province of clearance	province of origin
US state of clearance (1988,89)	US state of destination
US state of origin (1990 ...)	
quantity, if applicable	quantity, if applicable
value in \$Cdn	value in \$Cdn
month	month
year	year

For further definition of these components, refer to the *Glossary* in Appendix F.

HS descriptions are integrated at all levels (HS-2 to 10 digits) on the on-screen results generated from a query and data manipulation.

#### Data Variables for Selection

The data variables available for selection include: HS code, province, country, US state (if the country US is selected), year and trade type (imports, domestic exports, re-exports). Quantity, value, and their totals are displayed by month in the query result.

#### Data Revisions

Monthly updates to current year data are made available within two working days of their release. The data include up-to-date revisions to the previous months data for the current year. Figures for previous months of the current year remain subject to revision until the December and annual reports have been published.

Figures for the four previous years remain subject to revision until the December issue. *TIERS* clients automatically receive all data updates to the years they have purchased, at no extra charge, with their monthly or quarterly subscription and when renewing their annual subscription.

## Description of Metadata

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In conjunction with the data, information related to the data, called metadata, helps detail trade information. For example, HS descriptions are integrated with each code at the HS-2, 4, 6, 8 or 10 level. Since *TIERS* includes data starting from 1988, the corresponding HS metadata may have changed over the time period. *TIERS* incorporates the most recent metadata each month and, to accommodate changes through time, may display a warning message. For example, when an HS code has changed and has been re-used, a warning appears.

Another example of metadata is the information related to the data component 'country' such as start date and end date, automatically interpreted by the software to correspond to the data year provided. Since country definitions may change, the country lists in the data variable selection box detail all countries over time. Trade reported in *TIERS* reflects the trade for that country as defined during the selected period.

For further clarification of metadata, contact the Marketing and Client Services Section of International Trade Division.

### "Codes" Directory

In response to user requests for machine-readable metadata definitions, a directory on each medium called "codes" provides ASCII format files. Each file is a complete descriptive list of definitions for:

- country, province, US state numeric codes;
- HS code with corresponding unit of measure, if applicable, and description at the HS-2, 4, 6, 8 and 10 levels;
- abbreviations useful for *HS6LOOK* and *HS10LOOK* queries.

These ASCII files may be read into any user's application, such as spreadsheet or word processing software, capable of reading ASCII files. The user may integrate these definitions with *TIERS* query results saved to file in order to personalize reports.

These metadata files are updated on a quarterly basis. The record layout of each ASCII file is found in Appendix D.

## How *TIERS* Operates

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### *TIERS*

*TIERS*, a DOS-based software, is designed to be a user-friendly menu-driven system. This means the system prompts the user for various choices under each parameter. These are visually presented in a logical process with all available functions shown in menu bars. Windows guide the *TIERS* user by listing accessible control keys and selection variables. Then the system executes the query based on the variables chosen.

Two main screens appear in *TIERS*: the Query Screen and the Result Screen. *TIERS* starts by placing the user in the Query Screen. All trade enquiries are made from the Query Screen. All manipulation of data is done within the Result Screen. All available features and keystrokes are displayed and defined on the screen. The displayed keystrokes available change to reflect the feature selected.

### Functions Available

A query is submitted after making a selection from the displayed data variables. Each data variable box provides an opportunity to enter or select one or more elements (choices). This **multiple selection** permits a list of choices to be selected from each data variable.

The elements selected are displayed on the Query Screen. Long selections may be completely displayed on a full screen by invoking the **Show** function <F7>.

The lists selected from each data variable may be saved for future queries. These **save selection** and **retrieve selection** functions may be activated for any or all data variables of the query selection.

All available keystrokes are displayed and defined on each screen, in the **control keys box**.

The result satisfying the query is listed in the Result Screen with **totals** automatically shown for quantity and value by month. All retrieved records are at the HS-10 level (for imports) and HS-8 level (for exports) as delineated by the HS code data variable selected.

From the Result Screen, further data manipulation on the retrieved records is available. The result may be **printed** in a formatted report which lists the query, the HS description at the appropriate HS digit level and unit of measure, if applicable, and the retrieved records including quantity and value totals.

A result may be **saved** to an ASCII file with a fixed-length numeric record layout. Refer to Appendix D for the record layout.

A result may be either **aggregated** or **sorted** to user specification by invoking the function key <F4> *Arrange*. This aggregated or sorted result may also be printed or saved.

The **HS-2 to HS-10 description and corresponding unit of measure**, if applicable, of any retrieved record in the Result Screen may be shown by simply highlighting the record and pressing <Enter>.

**On-line Help** is a practical function which provides further information on these features.

### **HS6LOOK and HS10LOOK**

A separate description function is included called the **HS6LOOK**. By querying on key words or an HS code, the HS-6 digit level description and unit of measure (UOM), if available, are provided for that commodity. Thus equipped with the required HS-6 code, users have ready information to start a *TIERS* query.

A similar separate function is provided to users on CD-ROM to query at the HS-10 digit level, called the **HS10LOOK**.

These functions are updated on a quarterly basis and reflect the most recent descriptions available.

### **On-line Help**

On-line Help is available at any time by pressing the function key <F1> in *TIERS*, the **HS6LOOK** and the **HS10LOOK**.



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## DISSEMINATION OF THE PRODUCT

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*Canadian Merchandise Trade Statistics (TIERS)* is updated monthly, available two working days after release of the preliminary trade figures. These release dates are fixed in advance and are listed in Appendix C. The latest software is included each month with the data and data revisions. Subscribers may choose to have their software and data updates disseminated on a monthly, quarterly or annual basis. Users are welcome to receive additional occasional delivery outside of their usual subscription at a pro-rated cost. Sub-sets of the data are offered on HS code, province, country, US state or month, thereby customizing and reducing the size of the database to meet individual user needs.

### Dissemination Media

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*TIERS* is currently available for distribution by off-site loading, whereby a copy of the data and software is sent to the user and either executed directly from the medium or copied onto the desired medium. Flexibility for output media for *TIERS* data and software ensures compatibility with user hardware and configuration. See Appendix E for a specification list of compatible hardware.

Distribution can be made on:

- optical disk cartridge
- CD-ROM

### StatsCan Online

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Statistics Canada has designed an online mode of data dissemination. 'International Trade' is one of the databases available through StatsCan Online. The same comprehensive data variables found in *TIERS* are available through StatsCan Online, and an integrated software provides user-friendly retrieval options and powerful data operations.

Sales representatives in Statistics Canada Regional Offices will respond to customer questions on hardware/software requirements and subscription. Refer to the inside cover of this document for a complete list of offices.

## Licence Agreement

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Subscription to *TIERS* is available under licence between the user organization and Statistics Canada. The product encompasses software with its support and enhancements, and data including revisions.

The *TIERS* licence agreement is individualized for each user, based on mutually agreed upon data requirements, subscription periods and fees, dissemination medium, number of users, software environment (stand alone or local area network) and end use of product.

All users must comply with Statistics Canada's "Limited Use Data Product Licence Agreement". This agreement is reprinted in Appendix A for your reference.

## Price Structure

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Subscription to *TIERS* is on a monthly, quarterly or annual basis. *TIERS* is available for individual work stations or for a Local Area Network (site or corporate licence). Pricing is also dependent on the sharing of data and the end use of the product (licensing). Prices also reflect the data years purchased and the dissemination medium required.

Data revisions to years previously purchased as well as upgrades to new releases of the software are automatic and at no additional charge to the client within their usual subscription series. Additional delivery of the product outside the subscription period is available.

The current prices for subscription are listed in Appendix B.

## Trial CD-ROM

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*Canadian Merchandise Trade Statistics (TIERS)* is available on CD-ROM for a two-week trial basis. You can investigate the benefits of *TIERS* and discover for yourself the ease of data retrieval and powerful data manipulation. This trial CD-ROM contains all the features and functions of *TIERS* with two years of evaluation data.

Confirming your agreement with the 'Non-disclosure Licence', the CD-ROM will be sent to you. Call the International Trade Division for a trial *TIERS* CD-ROM.

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# INSTALLATION

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## Hardware Requirements

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To run *TIERS* the user requires:

- IBM compatible personal computer
- DOS 4.0 or higher
- 350 K free RAM
- hard disk space (dependent on the size of the query selected)
- reader device (optical disk drive, CD-ROM reader)

## How to Run the *TIERS* CD-ROM

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To run the *TIERS* CD-ROM directly from the CD-ROM itself:

1. Insert the *TIERS* CD-ROM in the CD-ROM drive.
2. Enter [drive letter]:TIERS or [drive letter]:HS6LOOK or [drive letter]:HS10LOOK, where [drive letter] is the letter of the CD-ROM drive (e.g. L:TIERS).

If you are running the *TIERS* CD-ROM on a network, or if the CD-ROM drive letter may vary (for example, if you have multiple CD-ROM drives), it is preferable to run the *TIERS* CD-ROM from your hard disk. In this case:

1. Create a directory called TIERS on your hard disk. For example, at the DOS prompt enter MD \TIERS.
2. Copy the program files TIERS.EXE, HS6LOOK.EXE and HS10LOOK.EXE from the CD-ROM to the TIERS directory. For example, enter COPY [CD-ROM drive letter]:TIERS.EXE [hard disk drive letter]:\TIERS.
3. To execute the software, change to the TIERS directory (enter CD \TIERS) and type TIERS or HS6LOOK or HS10LOOK.

## **How to Run the *TIERS* Optical Disk**

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The *TIERS* optical disk contains all the files required to execute *TIERS* or the *HS6LOOK* directly from the optical disk.

1. Insert the *TIERS* optical disk cartridge into the optical disk drive ensuring the desired side of this double-sided medium is facing up.
2. With DOS running, enter [drive letter]:*TIERS* or [drive letter]:*HS6LOOK*, where [drive letter] is the letter of the optical disk drive (e.g. D:*TIERS*).

## **To Install *TIERS* on Your Network**

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*TIERS* software may be provided to users in a network version. Users should contact International Trade Division for appropriate licensing. Support is available to aid in network installation and optimization.

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## SAMPLE QUERY

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The Query Screen is the starting point from which data enquiries are made. Windows guide the user through the selection of the variables: HS Code, Province, Country, US State, Year and Trade Type. Control keys displayed in the lower right window of the screen list all available keystrokes.

### How to Scroll within the Windows

To scroll up and down within a window in order to highlight an item for selection:

- use the <Up arrow>, <Down arrow>, <PgUp> and <PgDn> keys. <Num Lock> must be off if using the number pad keys
- or type the first character of the window item for speedier access.

The <Enter> key selects the highlighted item.

To select all the items displayed in the *Selection Window*:

- press and hold down the <Alt> key and press the <A> key.

To leave a window press the <Esc> key. This will allow access to the function keys.

## Query Screen

F1-Help	F2-Submit	F3-Clear	F7-Show	F10-Quit
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QUERY SCREEN

→ HS CODE:  
PROVINCE:  
COUNTRY:  
US STATE:  
YEAR:  
TRADE TYPE:

ENTER HS CODES	Control Keys
Enter codes All commodities	↑, ↓ : Scroll Enter : Select Esc : Access Function Keys

### How to Enter a Query

Execute *TIERS*. Wait until it loads and displays the system identification logo, prompting for language choice. Press **e** for English, or **f** for Français. Answer the question (Y/N) to accept the terms displayed on the *Licence Agreement* screen. *TIERS* starts with the Query Screen displaying the *Enter HS Codes* selection window. Press <Up arrow> or <Down arrow> to highlight your selection, either "Enter codes" or "All commodities". Press the <Enter> key.

### Entering the HS CODE Field

After selecting "Enter codes", the *Enter HS Codes* window displays a blank highlighted line which is the top of the list. The HS code is composed of up to 10 numeric characters for imports or up to 8 numeric characters for exports. It is not required to enter the punctuation usually associated with the HS code. Valid HS code queries are HS-2, 4, 6, 8 or 10 digits. Note that results will be displayed at the 8 or 10 (for imports) digit level and incorporate all detail up to the digit level selected.

Type in the first desired HS code. To edit, move the cursor through the typed HS code in the window by using the <Left arrow> and <Right arrow> keys. The <Del> and <Back-

space> keys may be used to delete any characters in the HS code.

To select and accept the typed HS code, press the <Enter> key. Continue entering HS codes as desired to formulate your enquiry, be it one or many HS codes.

Press <Tab> to begin Province selection.

### Entering the PROVINCE Field

After selecting the desired HS code(s) and pressing <Tab>, the *Select Provinces* window appears.

Highlight the desired Province by scrolling through the alphabetical Province list or type the first letter of the province for speedier access. To select the highlighted Province press the <Enter> key. Continue selecting Provinces as desired for a multiple selection. To select all the provinces, press <Alt>+A.

Press <Tab> to begin Countries selection.

### Entering the COUNTRY Field

After selecting the desired Province(s) and pressing <Tab>, the *Select Countries* window appears.

Highlight the desired Country by scrolling through the alphabetical Country list or type the first letter of the country for speedier access. To select the highlighted Country, press the <Enter> key. Continue selecting countries as desired for a multiple selection. To select all the countries, press <Alt>+A.

Press <Tab> to begin US States selection if US has been selected.

If **all countries** have been selected, then all US States will automatically be selected. Press <Tab> to begin the Years selection.

### **Entering the US State Field**

After selecting the desired Country(ies), if United States was selected, the *Select US States* window appears.

Highlight the desired US State by scrolling through the alphabetical US States list or type the first letter of the state for speedier access. To select the highlighted US State, press the <Enter> key. Continue selecting US States as desired for a multiple selection. To select all the US States, press <Alt>+A.

Press <Tab> to begin Years selection.

### **Entering the YEAR Field**

After selecting the desired Country(ies) (or the US States, if applicable), and pressing <Tab> the *Select Years* window appears.

Highlight the desired Year by scrolling through the Year list. To select the highlighted Year press the <Enter> key. Continue selecting Years as desired for a multiple selection. To select all Years, press <Alt>+A.

Press <Tab> to begin Trade Type selection.

### **Entering the TRADE TYPE Field**

After selecting the desired Year(s) and pressing <Tab>, the *Select Trade Type* window appears.

Highlight the desired Trade Type by scrolling through the Trade Type list. To select the highlighted Trade Type, press the <Enter> key. Continue selecting Trade Types as desired for a multiple selection. To select all Trade Types, press <Alt>+A.

Press <Tab>.

### **Submitting the Query**

If you are satisfied with your choices as displayed on the screen you are now ready to submit the query by pressing <Esc> then <F2>.

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## Save Selection

Your list of data variables (HS CODE, PROVINCE, COUNTRY, US STATE, YEAR, TRADE TYPE) may be saved for future queries. A list may be saved containing either your choices under a single data variable (e.g. HS CODE); or your choices under two or more data variables (e.g. HS CODE and COUNTRY).

### Single Data Variable List

Select and/or enter the desired elements (choices) from the selection window. Press <Alt>+S. You are presented with your computer's directory tree from which you select a path for the save (data variable) list file. Scroll through the directory tree using <Up arrow> or <Down arrow> to the desired directory. Press <Enter> to select. Enter the desired filename. The filename extension is automatically displayed and corresponds to the data variable list being saved. These extensions are: .HS, .PRV, .CTY, .STA, .YR or .TYP. Press <Esc> to leave the *Save (data variable) List* window.

### More Than One Data Variable in a List

Select and/or enter the desired elements (choices) from more than one or all data variable selection windows. Press <Esc> to leave the selection window. Press <Alt>+S. Select the path and enter the desired filename. The filename extension is automatically displayed as .ALL. This file will contain all data variables together. Press <Esc> to leave the *Save Query List* window.

## Retrieve Selection

A previously saved list of data variables may be retrieved to be used as part or all of the selection for a new query.

### To retrieve a saved file containing a single data variable list:

Retrieval is accessible when the selection window corresponding to the data variable list saved is displayed. Press <Enter> to display the corresponding selection window. Press <Alt>+R to retrieve. Select the filename from the directory tree displayed. (Only *TIERS* files containing the extension which corresponds to the data variable to be retrieved will be displayed.) Press <Enter>. Your list is brought to the *(Data variable) Retrieve* window. Press <Tab> to bring up the next desired data variable selection window or press <Esc> to access the function keys.

**To retrieve a saved file containing a list of more than one data variable (i.e. filename extension is .ALL):**

Retrieval is accessible when no selection window is displayed. Press <Esc> to leave any selection window. Press <Alt>+R to retrieve. Select the filename from the directory tree displayed. (Only *TIERS* files containing the extension .ALL will be displayed.) Press <Enter>. Press <Up arrow> or <Down arrow> to select the next desired data variable and press <Enter> to bring up that selection window; or use the control keys displayed.

**Query  
Screen  
Functions**

To access the function keys in the menu bar, press the <Esc> key. To invoke one of these functions, press the function key associated with it. Then, the <Left arrow> and <Right arrow> keys may be used to move to any adjacent function. To leave the menu bar, press the <Esc> key.

- |                  |  |
|------------------|--|
| <b>F1-Help</b>   | Gives help on how to use the Query Screen.                   |
| <b>F2-Submit</b> | Executes the query by retrieving the data specified.         |
| <b>F3-Clear</b>  | Erases the elements selected for all data variables.         |
| <b>F7-Show</b>   | Displays a full screen of data variable choices as selected. |
| <b>F10-Quit</b>  | Allows you to choose to exit the <i>TIERS</i> system.        |

## Result Screen

This screen appears after invoking the *Submit* function from the Query Screen. It lists the query and the result, including quantity and value totals by month.

F1-Help	F2-Return	F3-Printer setup	F4-Arrange	F7-Show	F10-Quit
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RESULT SCREEN

T	CLASSIFIC.	PROV	COUNTRY	ST	YR	MTM	QUANTITY	VALUE(\$)
D	0101.19.90	Sask	United States	WY	94	Sep	1	2200
D	0101.19.90	Ont	Japan		94	Feb	18	35937
D	0101.19.90	Ont	Japan		94	Aug	18	49572
D	0101.19.90	Alta	Mexico		94	Jul	2	2766

**Line 516 of 517** **Totals:** 12692 27380532

Esc:Stop	Enter:Description	Alt-F2:Save	Alt-F3:Print
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The cursor highlights the first displayed record. A status line at the bottom of the list shows "Line 1 of X". This is the relative cursor position and count of the records retrieved that match the query. Information messages will also appear on this status line.

Displayed records may be scrolled using <Up arrow>, <Down arrow>, <PgUp> or <PgDn> keys. To go to the first record, use the <Home> key; to go to the last record, use the <End> key.

## Result Screen Functions

Two menu bars appear in the Result Screen. To invoke one of the functions in either menu bar, press the key or keys associated with it. To leave the top menu bar, press <Esc>.

**F1-Help** Gives help on how to use the Result Screen.

**F2-Return** Clears the results and returns to the Query Screen to specify a new query or modify the existing query.

**F3-Printer setup** Selects a printer type and output port for printed reports.

**F4-Arrange** Allows aggregating and/ or sorting of results.

**F7-Show** Displays a full screen of data variable choices as selected.

**F10-Quit** Allows you to choose to exit the *TIERS* system.

**Esc: Stop** Interrupts the query retrieval process.

**Enter: Description** Displays the HS description of the highlighted record at the appropriate HS-2 to HS-10 level.

**Alt+F2:Save** Saves the results to an ASCII file.

**Alt+F3:Print** Prints the results to a formatted report.

## How to Aggregate or Sort the Result

The records displayed on the Result Screen may be aggregated or sorted by invoking the function key <F4> *Arrange*. Selecting "Aggregate" brings up the *Aggregation Specification* pop-up window where aggregation criteria may be specified, thus allowing a "roll-up" of quantity and value for selected variables. Scroll vertically and press the <Enter> key to select the variable(s): HS code (10, 8, 6, 4, 2), province, country, US state, year and month, in any sequence. Further functions are available within this window including <F1> *Help* (on scrolling to select variables), <F2> *Submit* (the aggregation), <F3> *Erase* (the aggregation variables selected) and <Esc> *Cancel* (to return to the Result Screen without aggregating). Submit the aggregation and view the aggregated results by pressing <F2>.

Similarly, selecting "Sort" brings up the *Sort Specification* pop-up window, for specifying the sort sequence variable(s): HS code, province (code or abbreviation), country (code or name), US state (abbreviation), year, month, trade type, quantity and value in ascending or descending order. For further explanation, refer to the on-line Help available by invoking the function key <F1> from the Result Screen.

### **How to Save or Print the Result**

The records displayed on the Result Screen may be saved or printed. To save the query result to an ASCII file, press and hold down the <Alt> key and press the <F2> key. The system will prompt you for a path and file name. The record layout for this fixed-length numeric file is found in Appendix D. Machine-readable files listing the numeric codes and descriptions for province, country and US state are included on your medium in a directory called 'CODES'. The record layouts for these fixed-length files are found in Appendix D.

To print the result to a selected printer, press and hold down the <Alt> key and press the <F3> key. The result is printed in a formatted report to the printer specified in the <F3> *Printer Setup* function. A full query selection including all choices (elements) under each data variable will be printed as a cover page. A header will briefly repeat the query selection at the top of each printed page.

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## SAMPLE *HS6LOOK* OR *HS10LOOK* QUERY

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Two separate tools are included on the CD-ROM to enable users to find the required code or description of a commodity at the HS-6 or HS-10 digit level. The *HS6LOOK* Query Screen is the starting point from which HS code and descriptive key word search enquiries are made. Pop-up windows guide the user through the selection of the HS code and/or the description. The following sample *HS6LOOK* query instructions also apply to the *HS10LOOK*.

### *HS6LOOK* Query Screen

F1-Help	F2-Submit	F3-Clear	F10-Exit
---------	-----------	----------	----------

STATISTICS CANADA - ITD      *HS6LOOK* QUERY SCREEN

HS CODE      ==> 0101	ENTER DESCRIPTION  .....  Esc - leave window
DESCRIPTION ==>	

#### How to Enter an *HS6LOOK* Query

Execute *HS6LOOK*. Wait until it loads and displays the system identification logo, prompting for language choice. Press **e** for English or **f** for Français. The *HS6LOOK* starts with the *HS6LOOK* Query Screen displaying the *HS Code* pop-up window. Press <Up arrow> or <Down arrow> to highlight your selection, either "Enter a code" or "All commodities". Press the <Enter> key.

#### Entering the HS CODE Field

After selecting "Enter a code", the *Enter HS Code* pop-up window appears. Type in the desired HS code. Valid codes are numeric with 2, 4 or 6 digits, using no punctuation. To edit, move the cursor through the typed HS code in the pop-up window by using the <Left arrow> and <Right arrow> keys. The <Del> and <Backspace> keys may be used to delete any characters in the HS code field. To select the typed HS code press the <Enter> key.

The *Enter Description* pop-up window appears.

### To Submit the *HS6LOOK* Query

The *HS6LOOK* query may be submitted now, leaving the description field blank. To submit, press the <Esc> key to leave the window and access the function key menu bar. Press the <F2> key to submit.

### Entering the DESCRIPTION Field

To further specify an *HS6LOOK* query, type any combination of words that will fit in the description field of the *Enter Description* pop-up window. The asterisk \* can be used as a suffix wild card character. The *HS6LOOK* query will find all HS-6 descriptions that contain all the entered words in any order. To select the typed description press the <Enter> key.

To submit the *HS6LOOK* query, press the <Esc> key to leave the window and access the function key menu bar. Press the <F2> key to submit.

For further explanation of an *HS6LOOK* query, refer to the on-line Help available by invoking the function key <F1> from the *HS6LOOK* Query Screen.

### *HS6LOOK* Query Screen Menu Bar

To access the function keys in the menu bar press the <Esc> key. To invoke one of these functions, press the function key associated with it. Then, the <Left arrow> and <Right arrow> keys may be used to choose any adjacent option.

For further explanation of the menu bar functions, refer to the on-line Help available by invoking the function key <F1>.

## HS6LOOK Result Screen

This screen appears after invoking the *Submit* function from the *HS6LOOK* Query Screen. It lists the query and the result, including HS-6 unit of measure, if available. A complete list of the unit of measure abbreviations is found in Appendix F.

F1-Help	F2-Query	F10-Exit
---------	----------	----------

STATISTICS CANADA - ITD      HS6LOOK RESULT SCREEN

HS CODE====> 0101  
DESCRIPTION====>

HS CODE	UOM	DESCRIPTION
0101.11	NMB	Horses, live pure-bred breeding
0101.19	NMB	Horses, live except pure-bred breeding
0101.20	NMB	Asses, mules and hinnies, live

Lines 1 - 3 of 3

The first six retrieved records are displayed. A status line at the bottom of the list shows "Lines x - y of X". This is the relative cursor position and count of the records retrieved that match the query. Information messages will also appear on this status line.

Displayed records may be scrolled using <Up arrow>, <Down arrow>, <PgUp> or <PgDn> keys.

### HS6LOOK Result Screen Menu Bar

To invoke one of the functions in the menu bar, press the function key associated with it. Then, the <Left arrow> and <Right arrow> keys may be used to choose any adjacent option.

For further explanation of the menu bar functions, refer to the on-line Help available by invoking the function key <F1> from the *HS6LOOK* Result Screen.



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## KEEPING YOU INFORMED

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Latest enhancements to the software and data highlights are documented for your information in the *TIERS Newsletter*, distributed on an ad hoc basis with your subscription.

*TIERS* is a dynamic product, echoing requests for enhancements from its users. Consultative feedback is always appreciated, and enquiries or comments welcomed. A *TIERS* Ottawa Region User Group meets on occasion to make comments and suggestions on *TIERS* capabilities and enhancements.

Telephone support is an integral part of *TIERS*. The *TIERS* team of International Trade Division of Statistics Canada is always ready to respond with technical assistance, whether it be in recommending hardware purchase, installation or operating questions.

**Bansi L. Arora**

Chief, Systems and Electronic Products Section  
(613) 951-9798  
Corporate licensing

**Robert Proulx**

Electronic Products Co-ordinator  
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Production • operation • administration • documentation

**Marketing and Client Services Section**

(613) 951-9647  
Toll free in Canada and the United States 1-800-294-5583  
Data related questions • demo CDs • subscription

**FAX**

International Trade Division  
Statistics Canada  
(613) 951-0117

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## TROUBLESHOOTING

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### Configuration Error Report

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*TIERS* operates by reading files from many sources, all found in the directories on your dissemination medium. These, in general, contain the software (load), the help files, the metadata, and the data (in directories corresponding to each year available on your medium), essential for precise *TIERS* operation.

When you start *TIERS* Version 3.1, it automatically verifies that all essential files are available as specified in the path. This path is defined for you with your production. Generally, the verification is successful and the system starts without any intervention by the user.

However, situations may occur where there may be an invalid path specification or missing files. In this case, the *Configuration Error* window displays.

To obtain a detailed list of the exact problem, the user may choose to save the Configuration Error Report to a file. Type in the drive letter and the directory path for the error file, which will be named 'cfgerror.txt'. To save, press <F1>. This report is an ASCII file and may be read through DOS or other software. Please contact a *TIERS* representative at International Trade Division for further information.

### Printing Special Characters on *TIERS* Reports

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In order to print the special characters on *TIERS* reports, such as French accented characters etc., the printer must be set to use an internal hard font which uses a symbol set based on the sample below. If you are experiencing difficulty in printing special characters on *TIERS* reports, you may have to change your printer set-up.

Print the printer's Self Test and font list to determine the internal default font currently selected on the printer. Note the currently selected font number, its symbol set and print name (and escape sequence). Compare that to the sample code page below. The font required must contain the escape sequence that denotes this code page.

To change the printer to the required symbol set, refer to your printer manual for control menu commands.

---

PC-8 Symbol Set

NUL	▶		0	@	P	`	p	Ç	É	á	☐	L	⊥	α	≡
0	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240
☺	◀	!	1	A	Q	a	q	ü	æ	í	☒	⊥	≡	β	±
1	17	33	49	65	81	97	113	129	145	161	177	193	209	225	241
☹	↕	"	2	B	R	b	r	é	Æ	ó	☒	⊥	⊥	Γ	≥
2	18	34	50	66	82	98	114	130	146	162	178	194	210	226	242
♥	!!	#	3	C	S	c	s	â	ô	ú		⊥	⊥	π	≤
3	19	35	51	67	83	99	115	131	147	163	179	195	211	227	243
♦	☞	\$	4	D	T	d	t	ä	ö	ñ	⊥	—	⊥	Σ	∫
4	20	36	52	68	84	100	116	132	148	164	180	196	212	228	244
♣	§	%	5	E	U	e	u	à	ò	Ñ	≡	+	⊥	σ	∫
5	21	37	53	69	85	101	117	133	149	165	181	197	213	229	245
♠	—	&	6	F	V	f	v	â	û	ª	⊥	⊥	⊥	μ	÷
6	22	38	54	70	86	102	118	134	150	166	182	198	214	230	246
●	↕	'	7	G	W	g	w	ç	ù	º	⊥	⊥	⊥	τ	≈
7	23	39	55	71	87	103	119	135	151	167	183	199	215	231	247
☐	↑	(	8	H	X	h	x	ê	ÿ	¿	⊥	⊥	⊥	Φ	°
8	24	40	56	72	88	104	120	136	152	168	184	200	216	232	248
○	↓	)	9	I	Y	i	y	ë	Ö	⊥	⊥	⊥	⊥	Θ	·
9	25	41	57	73	89	105	121	137	153	169	185	201	217	233	249
☐	→	*	:	J	Z	j	z	è	Ü	⊥	⊥	⊥	⊥	Ω	·
10	26	42	58	74	90	106	122	138	154	170	186	202	218	234	250
♂	←	+	;	K	[	k	{	ï	ç	½	⊥	⊥	⊥	δ	√
11	27	43	59	75	91	107	123	139	155	171	187	203	219	235	251
♀	⊥	,	<	L	\	l		î	£	¼	⊥	⊥	⊥	∞	∞
12	28	44	60	76	92	108	124	140	156	172	188	204	220	236	252
♪	↔	-	=	M	]	m	}	ì	¥	¡	⊥	⊥	⊥	φ	²
13	29	45	61	77	93	109	125	141	157	173	189	205	221	237	253
♪	▲	.	>	N	^	n	~	Ä	Pt	«	⊥	⊥	⊥	ε	■
14	30	46	62	78	94	110	126	142	158	174	190	206	222	238	254
☼	▼	/	?	O	_	o	△	Å	f	»	⊥	⊥	⊥	∩	
15	31	47	63	79	95	111	127	143	159	175	191	207	223	239	255

**APPENDIX A**

**Limited Use Data Product Licence Agreement**

# **CANADIAN MERCHANDISE TRADE STATISTICS WITH TIERS SOFTWARE**

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**Statistics Canada**

## **LIMITED USE DATA PRODUCT LICENCE AGREEMENT**

The Government of Canada (Statistics Canada) is the owner of all intellectual property rights (including copyright) in this data product. In consideration of the payment of the requisite fee, you are granted a non-exclusive, non-assignable and non-transferrable licence to use this data product subject to the terms below.

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Marketing and Client Services Section  
International Trade Division  
Statistics Canada  
Ottawa, Ontario Canada, K1A 0T6  
Tel: (613) 951-9647 Toll free in Canada: 1-800-294-5583  
Fax: (613) 951-0117

## CANADIAN MERCHANDISE TRADE STATISTICS (TIERS)

### SUBSCRIPTION PRICE LIST FOR END USERS

<i>Data Years</i>		<i>Subscription Price (\$)</i>		
		Monthly	Quarterly	Annual
CD-ROM or Optical disk	1995	2,900	1,700	NA
		385	105	
		200	200	
CD-ROM	1994	NA	NA	1,000
CD-ROM or Optical disk	1995-94	4,100	2,450	NA
		385	105	
		200	200	
CD-ROM or Optical disk	1995-94-93	4,600	2,950	NA
		420	140	
		200	200	
CD-ROM	1994-93	NA	NA	1,500
CD-ROM or Optical disk	1995-94-93-92	5,100	3,450	NA
		420	140	
		200	200	
CD-ROM	1994-93-92	NA	NA	2,000
CD-ROM or Optical disk	1995-94-93-92-91	5,600	3,950	NA
		420	140	
		400	400	
CD-ROM	1994-93-92-91	NA	NA	2,500
CD-ROM or Optical disk	1995-94-93-92-91-90	6,100	4,450	NA
		455	175	
		400	400	
CD-ROM or Optical disk	1995-94-93-92-91-90-89	6,600	4,950	NA
		455	175	
		400	400	
CD-ROM or Optical disk	1995-94-93-92-91-90-89-88	7,100	5,450	NA
		455	175	
		400	400	
CD-ROM	1994-93-92-91-90-89-88	NA	NA	4,000

**APPENDIX B**

***TIERS Price Structure***

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# CANADIAN MERCHANDISE TRADE STATISTICS (TIERS)

## SUBSCRIPTION PRICE LIST FOR END USERS

<i>Data Years</i>		<i>Subscription Price (\$)</i>		
		Monthly	Quarterly	Annual
CD-ROM or Optical disk	1995	2,900	1,700	NA
		385	105	
		200	200	
CD-ROM	1994	NA	NA	1,000
CD-ROM or Optical disk	1995-94	4,100	2,450	NA
		385	105	
		200	200	
CD-ROM or Optical disk	1995-94-93	4,600	2,950	NA
		420	140	
		200	200	
CD-ROM	1994-93	NA	NA	1,500
CD-ROM or Optical disk	1995-94-93-92	5,100	3,450	NA
		420	140	
		200	200	
CD-ROM	1994-93-92	NA	NA	2,000
CD-ROM or Optical disk	1995-94-93-92-91	5,600	3,950	NA
		420	140	
		400	400	
CD-ROM	1994-93-92-91	NA	NA	2,500
CD-ROM or Optical disk	1995-94-93-92-91-90	6,100	4,450	NA
		455	175	
		400	400	
CD-ROM or Optical disk	1995-94-93-92-91-90-89	6,600	4,950	NA
		455	175	
		400	400	
CD-ROM or Optical disk	1995-94-93-92-91-90-89-88	7,100	5,450	NA
		455	175	
		400	400	
CD-ROM	1994-93-92-91-90-89-88	NA	NA	4,000



**APPENDIX C**

**Trade Data Release Dates 1995**

## CANADIAN INTERNATIONAL MERCHANDISE TRADE

### Release Dates 1995

Statistical Month	Release Dates
January 1995	Wednesday, March 22, 1995
February 1995	Wednesday, April 19, 1995
March 1995	Thursday, May 18, 1995
April 1995	Wednesday, June 21, 1995
May 1995	Tuesday, July 18, 1995
June 1995	Thursday, August 17, 1995
July 1995	Wednesday, September 20, 1995
August 1995	Wednesday, October 18, 1995
September 1995	Tuesday, November 21, 1995
October 1995	Wednesday, December 20, 1995
November 1995	Friday, January 19, 1996
December 1995	Wednesday, February 21, 1996

## **APPENDIX D**

**Record Layout in Save Function**

**Record Layout for Numeric Codes ASCII Files**

## Record Layout for ASCII File in Save Function

SEQUENCE	POSITION	FIELD	WIDTH
1	1	HS CODE	10
2	11	blank	1
3	12	COUNTRY	3
4	15	blank	1
5	16	PROVINCE	2
6	18	blank	1
7	19	STATE	2
8	21	blank	1
9	22	YEAR	2
10	24	blank	1
11	25	MONTH	2
12	27	blank	1
13	28	TRADE TYPE	1
14	29	blank	1
15	30	QUANTITY	13
16	43	blank	1
17	44	VALUE	13
		<b>TOTAL:</b>	<b>56</b>

**Record Layout for Numeric Codes ASCII Files Found  
in "CODES" Directory**

---

**Record Layout for Province Numeric Code and Description ASCII File  
(CODES\PRVDSCE.TXT)**

SEQUENCE	POSITION	FIELD	WIDTH
1	1	PROVINCE CODE	2
2	3	blank	1
3	4	DESCRIPTION	30
		<b>TOTAL:</b>	<b>33</b>

**Record Layout for US State Numeric Code and Description ASCII File  
(CODES\STADSCE.TXT)**

SEQUENCE	POSITION	FIELD	WIDTH
1	1	US STATE CODE	2
2	3	blank	1
3	4	DESCRIPTION	30
		<b>TOTAL:</b>	<b>33</b>

**Record Layout for Country Numeric Code and Description ASCII File  
(CODES\CTYDSCE.TXT)**

SEQUENCE	POSITION	FIELD	WIDTH
1	1	COUNTRY CODE	3
2	4	blank	1
3	5	DESCRIPTION	30
		<b>TOTAL:</b>	<b>34</b>

**Record Layout for HS Code and Description ASCII File  
(CODES\HSxIMP.TXT AND CODES\HSxEXP.TXT)**

SEQUENCE	POSITION	FIELD	WIDTH
1	1	HS (2 to 10) CODE	10
2	11	START DATE (YYYYMM)	6
3	17	END DATE (YYYYMM)	6
4	23	UNIT OF MEASURE	3
5	26	ENGLISH DESCRIPTION	82
6	108	FRENCH DESCRIPTION	82
		<b>TOTAL:</b>	<b>189</b>

**APPENDIX E**

**Statistics Canada Compatible Hardware List**

## **TIERS Distribution Media**

Statistics Canada recommended media:

<b>Optical Disk</b>	Multifunction optical disk reader
<b>Storage capacity</b>	1 Gigabyte erasable cartridge, capacity of accessing 500 MB per side
<b>Controller card</b>	Universe SCSI interface kit for PC
<b>Software</b>	
<b>Manufacturer</b>	Panasonic. Contact us for further information; it is essential to have the same model number.
<b>Model #</b>	
<b>CD-ROM</b>	Any commercial CD reader with its appropriate SCSI interface kit.
<b>Controller card</b>	

**APPENDIX F**

**Abbreviations and Glossary**



## Abbreviations used in *TIERS*

---

D	Domestic exports
HS CODE	Harmonized System Commodity Classification Code
ITD	International Trade Division of Statistics Canada
M	Imports
MTH	Data month
PROV	Province
R	Re-exports
ST	U.S. State
T	Trade type
<i>TIERS</i>	Trade Information Enquiry and Retrieval System
UOM	Unit of measure
YR	Data year

## International Units of Measure Abbreviations

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CTM	Carat
MTQ	Cubic metre
DZN	Dozen
GRM	Gram
GRO	Gross
HLT	Hectolitre
KGM	Kilogram
KNS	Kilogram of named substance
KSD	Kilogram air dry
LTR	Litre

LPA	Litres of pure alcohol
MWH	Megawatt
MTR	Metre
TNE	Metric tonne
TSD	Metric tonne air dry
NMB	Number
SET	Number of sets
NAP	Pack
PAR	Pair
CMK	Square centimetre
MTK	Square metre
MIL	Thousand
TMQ	Thousand cubic metre

## Glossary

---

<b>Aggregation function</b>	This function, chosen from <F4> <i>Arrange</i> in the Result Screen menu bar, allows a roll-up of quantity and value for the selected variable(s). An aggregation may be performed on the results of a query by choosing any combination of variables from the <i>Aggregation Specification</i> window.
<b>Arrange</b>	A function found in the Result Screen menu bar, <F4>, <i>Arrange</i> gives two choices: Aggregate or Sort.
<b>CD-ROM</b>	(Compact disk read-only memory, requires a CD-ROM reader) <i>TIERS</i> 3.1 is available on this medium through monthly, quarterly or annual subscription. Currently, the data years are presented on separate CDs: 1988-89-90; 1991-92-93; and either 1993-94; 1994; 1994-95 or 1995.
<b>Chapter (HS)</b>	This is the 2-digit level HS code. There are up to 99 Chapters in the classification.

<b>Commodity</b>	Merchandise trade products for both import and export statistics are classified and published according to the HS.
<b>Confidentiality suppression</b>	Data identified as confidential are suppressed and available under subheading number 9901.00. Thus, a result of no records matching a valid enquiry may signify that no trade was registered or that data for that enquiry were suppressed.
<b>Control keys</b>	The lower right window on both the Query Screen and Result Screen displays the Control keys. These are all available keystrokes and their definition for the current function.
<b>Country (exports)</b>	Country of Destination. Export statistics are attributed to the country which is the last known destination of the goods at the time of export. Exports to the United States are attributed to the state of destination.
<b>Country (imports)</b>	Country of Origin. Imports are attributed to their country of origin, that is, the country in which the goods were grown, extracted or manufactured. When an import is displayed as CA, this refers to Canadian goods that are reimported but underwent a less than 50% value-added transformation.
<b>Description function (HS-2 to HS-10)</b>	The description of any commodity retrieved in the <i>TIERS</i> Result Screen is available by selecting (highlighting) that record and pressing <Enter>. Descriptions are available at all HS levels, based on the retrieved record.
<b>Directory tree</b>	This is a displayed list of directories and subdirectories found on each available drive of your computer. It displays during the Save List or Retrieve List functions. Files listed in the selected path refer only to <i>TIERS</i> files.
<b>Domestic exports</b>	These include goods grown, extracted or manufactured in Canada, including goods of foreign origin which have been materially transformed in Canada.
<b>&lt;Enter&gt; key</b>	The <Enter> key is pressed to select the highlighted choice. After typing in information press the <Enter> key to select it. In the Result Screen <Enter> is pressed to display the description of the highlighted retrieved record.

<b>&lt;Esc&gt; key</b>	The <Esc> key is pressed to leave a window before accessing the function key menu bar. In the Result Screen <Esc> is pressed to stop the retrieval. In the Result Screen <i>Aggregation Specification</i> window, <Esc> is pressed to leave the window without aggregating. In the Result Screen <i>Sort Specification</i> window, <Esc> is pressed to leave the window without sorting.
<b>Expanded memory</b>	<i>TIERS</i> will detect the presence of expanded memory and automatically use whatever amount is available. This accelerates retrieval and processing.
<b>Field</b>	A field is a data element in a record and is also referred to as a variable.
<b>Function keys</b>	Function keys are found on your keyboard. In <i>TIERS</i> certain function keys are available within a menu bar. In order to access the function keys press the <Esc> key to leave the window.
<b>Heading (HS)</b>	This is the 4-digit level HS code.
<b>Help</b>	This function key <F1> gives information on how to use the <i>TIERS</i> , <i>HS6LOOK</i> and <i>HS10LOOK</i> systems.
<b>HS</b>	The Harmonized System is an international commodity classification which has six digits. The HS is based on the fundamental principle that goods are classified by what they are. The nomenclature is divided into 21 Sections which, in general, group goods produced in the same sector of the economy. For imports the international six digit "root" was extended to ten digits to serve as the basis for the Customs Tariff and the international trade statistics. For exports the international six digit root was extended to eight digits.
<b>HS6LOOK Query Screen</b>	The <i>HS6LOOK</i> Query Screen is displayed after invoking the <i>HS6LOOK</i> system. This allows access to HS-6 descriptions and corresponding HS-6 unit of measure, if available, by entering either an HS code or descriptive words (for a key word search).
<b>HS6LOOK Result Screen</b>	The <i>HS6LOOK</i> Result Screen is displayed after pressing <i>Submit</i> <F2> for an <i>HS6LOOK</i> query. It lists the HS-6 description query and results.

**HS10LOOK  
Query Screen**

The *HS10LOOK* is provided to subscribers on CD-ROM medium. The *HS10LOOK* Query Screen is displayed after invoking the *HS10LOOK* system. This allows access to HS-10 descriptions and corresponding HS-10 unit of measure, if available, by entering either an HS code or descriptive words (for a key word search).

**HS10LOOK  
Result Screen**

The *HS10LOOK* Result Screen is displayed after pressing *Submit* <F2> for an *HS10LOOK* query. It lists the HS-10 description query and result.

**Imports**

Imports include all goods which have crossed Canada's territorial boundary, whether for immediate consumption in Canada or stored in bonded Customs warehouses.

**Level (HS)**

The HS Code Level is a choice available in the *Aggregation Specification* window. Either the 10, 8, 6, 4 or 2 digit level may be selected.

**Menu bar**

The menu bar is a line across the top or bottom of the screen which lists further functions available. Press the <Esc> key to access the menu bar. To invoke one of the functions in the menu bar press the function key or keys associated with it.

**Month**

The statistical reference period is the calendar month.

**Multiple selection**

*TIERS 3.1* offers the possibility of selecting any number of elements (choices) from within the data variables: HS code, province, country, US state, year and trade type.

**Optical disk  
cartridge**

This is one type of dissemination medium. It is a rewritable cartridge containing 500 MB of storage each side. It requires an optical disk drive.

**Print**

The results of a query, an aggregation and/or a sort may be sent to a specified printer as a formatted report. From the Result Screen hold down the <Alt> key and press the <F3> key.

**Printer setup**

This function is available for selection from the Result Screen in the menu bar by invoking the function key <F3>. This displays two choices: Printer type and Output port.

<b>Province (exports)</b>	Export statistics are collected by province of origin and indicate the province in which the goods were grown, extracted or manufactured.
<b>Province (imports)</b>	Import statistics by province of clearance indicate the province in which goods were cleared by Customs either for immediate consumption or for entry into a bonded Customs warehouse. This may not always coincide with the province in which they are consumed.
<b>Quantity</b>	Different quantities are reported according to the type of merchandise being imported or exported. Quantities are displayed in the Result Screen. The unit of measure for each highlighted record displayed is available by pressing <Enter> <i>Description</i> .
<b>Query result</b>	The query result is the outcome of the selected data query and includes quantity and value totals.
<b>Query Screen</b>	The Query Screen is the starting point from which data enquiries are made. Windows guide you through your selection of the variables: HS Code, Province, Country (including US State), Year and Trade Type. A menu bar allows further functions. Control keys list and define all available key strokes.
<b>Record</b>	A record is a related set of data fields. Records (lines) are displayed in the Result Screen.
<b>Record layout</b>	ASCII files are created when <i>TIERS</i> results are saved. As well, ASCII files are provided for the user in the "codes" directory as a description reference. ASCII files have the fixed-length numeric record layout, where each field is delimited by a blank character, as shown in Appendix D.
<b>Re-exports</b>	Re-exports are exports of goods of foreign origin which have not been materially transformed in Canada, including foreign goods withdrawn for export from bonded Customs warehouses.
<b>Result Screen</b>	The Result Screen displays the outcome of the selected data query, aggregation, and/or sort. It includes quantity and value. Retrieved records may be scrolled. A status line at the bottom of the records indicates the relative cursor position in the total number of records. The Result Screen contains two menu bars for further functions.

**Retrieve Selection** *TIERS* 3.1 allows you to retrieve a previously saved list of data variables to be used as part or all of the selection for a new query.

**Revisions** Figures for previous months of the current year remain subject to revision until the December and annual reports have been published. Figures for the four previous years remain subject to revision until the December issue. *TIERS* clients automatically receive the data updates with their subscription.

**Save** The results of a query, aggregation and/or sort may be stored on disk in an ASCII file standard record layout. From the Result Screen hold down the <Alt> key and press the <F2> key. A pop-up window prompts you for the drive, path and filename and confirms the choices before writing the records to disk.

**Save Selection** *TIERS* 3.1 allows you to save the choices you have made from the data variables (into either single variable lists or all variables in one list) for future queries.

**Scroll** Scrolling means using the arrow cursor keys to move through the screen. Records may also be scrolled using the <PgUp>, <PgDn>, <Home> and <End> keys.

**Select** To select an item you choose an element from a displayed list. Move the cursor through the list until your choice is highlighted. Then press <Enter> to select.

**Sequence** The *Aggregation Specification* window and *Sort Specification* window contain a Sequence column. The Sequence column automatically reflects the order in which you have consecutively selected the variables to be aggregated or sorted. Unselecting a variable may result in an error in the sequence specification. Simply reselect the variables to reflect a consecutive sequence.

**Show** The Show feature <F7> is found in the menu bar across the top of the Query Screen. It displays a full screen of data variable choices as selected. Show may be invoked at any time during a query selection by pressing <Esc> to leave the window and <F7>.

**Sort function** A function selected from *Arrange* <F4> in the Result Screen menu bar. A sort may be performed on the results of a query, an aggregation or a sort, by choosing any combination of variables in the *Sort Specification* window.

- State (exports)** Exports to the United States are attributed to the state of destination. When the country of destination is the United States, but the state of destination is undetermined, OT (numeric code 54) appears in the state field.
- State (imports)** Imports from the United States are attributed to the state of export for 1988-1990 inclusive. For these years, when the country of origin is the United States and the country of export is not the United States, .. (numeric code 55) appears in the state field since the state is undefined. When the country of export is the United States and the country of origin is the United States but the state of export is undetermined, OT (numeric code 54) appears in the state field. Imports from the United States are attributed to the state of origin for the years 1991 onwards.
- Status line** This is found on the Result Screen at the bottom of the displayed records. It indicates the relative cursor position in the total number of records.
- Subheading (HS)** This is the 6-digit level HS code.
- Submit function** A function found in the Query Screen, *HS6LOOK* Query Screen and *HS10LOOK* Query Screen, *Submit* <F2> executes the query. *Submit* is also available in the *Aggregation Specification* window and the *Sort Specification* window without leaving the window.
- Tab** The <Tab> key on your computer's keyboard is a Query Screen Control key used to select the accepted choices made in a window and subsequently display the next selection window.
- TIERS** *TIERS* (Trade Information Enquiry and Retrieval System) is a data and software package developed by the International Trade Division of Statistics Canada. It is designed to expedite the recovery and manipulation of merchandise trade information on microcomputer.
- Total exports** Total exports is normally defined as the sum of domestic exports plus re-exports. In *TIERS*, selecting both domestic exports and re-exports from the *Select Trade Type* window results in both domestic and re-exports to be displayed separately (not summed).
- Trade type** This variable allows the choices: Imports, Domestic Exports or Re-exports. The Save function ASCII file lists the Trade type field numerically: 1 for Imports; 2 for Domestic exports; 3 for Re-exports.



<b>Unit of measure</b>	Quantities are displayed in the Result Screen. The unit of measure for each highlighted record displayed is available by pressing <Enter> <i>Description</i> . Abbreviations are used to identify the units of measure and are represented by three alphabetical characters, for example, KGM signifies kilogram. See Appendix F for abbreviations used to identify international units of measure.
<b>Value (exports)</b>	Exports to countries other than the United States are valued or recorded at the values declared on export documents which usually reflect the transaction value e.g. actual selling price. Export data to the United States are collected by the United States as import data from Canada, converted to Canadian dollars using an average monthly rate provided by the Bank of Canada and sent to Canada for dissemination as Canadian exports.
<b>Value (imports)</b>	Canadian imports are valued F.O.B. (free on board), place of direct shipment to Canada, excluding freight and insurance costs in bring the goods to Canada from the point of direct shipment. Values are determined using the GATT valuation principles, which, in general, reflect the "transaction" value or price paid between unrelated buyers and sellers. Imports data from all countries are collected in Canadian dollars.
<b>Variable</b>	A variable is a field from a displayed list available for selection. Query System variables include: HS Code, Province, Country, US State, Year (contains monthly data) and Trade Type.
<b>Wild card character</b>	In the <i>HS6LOOK</i> or <i>HS10LOOK</i> Query Screen the asterisk * may be used as a suffix wild card character. It is used at the end of a group of characters in the HS code or the Description field to represent all remaining characters.
<b>Window</b>	The content of a window changes to display choices (elements) to guide you through your selection. Control keys list and define all available keystrokes. To leave a window press <Esc>.
<b>Year</b>	The statistical reference period is the calendar year. Selecting the Year variable in the Query Screen results in monthly data for the specified year to be displayed.