

# Client and Trade Manager Instructions for Web Management System

## TO START:

<http://www.chelseahouseinternational.com/market-research.gdl>

**LOGIN:** Insert assigned username and password. Remember usernames and passwords are case sensitive.

**Market Report Logon**

Name or Password Unknown

Name

Password

Only users authorized by Chelsea House International, LLC are permitted to use this system. If you have difficulty logging on or have forgotten your password please contact Chelsea House International, LLC for assistance.

**ENTRY SCREEN:** The first time you enter the system you should change your password to one of your personal choosing. As shown with the red arrow below, click "Profile" in the upper right corner.

↑ ↺**BSARMA : Profile**

Status	Name ●	Start Date ●	Midpoint	Due Date ●	Last Update
<input type="checkbox"/>	<a href="#">PS G- Mexico - Country Report</a>	10/1/2003	11/3/2003	12/1/2003	10/1/2003

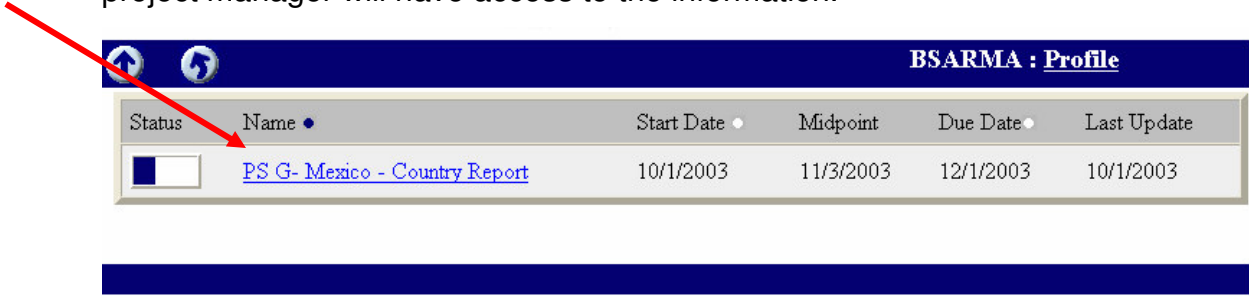
**CHANGE PASSWORD:** To change the assigned password, enter the current password given to you. Type in a new password and then confirm it on the last line. The password is case sensitive. Only you will know this password. If you forget it, you will have to contact Christine Lemon at 614-865-0243 or [cmslemon@chelseahouseinternational.com](mailto:cmslemon@chelseahouseinternational.com) to reset your assigned password. Keep the password in a secure spot. You may change the password several times throughout the research process.

**TOOL BAR:** To navigate within the system use the arrow buttons on the blue tool bar. Do not use the arrow buttons on the Internet tool bar.

The straight arrow pointing up (on the left of the tool bar) is to return to the last screen. The curved arrow (second on the left of the tool bar) is to refresh the screen. The house symbol is to return to the Market Research top page and the last symbol to the right is to see a status report of the research process. Not all of these options are available from each page.

**BACK TO ENTRY SCREEN:**

After changing the password, use the straight arrow on the tool bar to return to the project page. Click on the project. You will only have access to your project. In addition, the VEDP international trade manager, the VEDP global market research manager, the CHI trade specialist (TS) or specialists and the CHI project manager will have access to the information.



The screenshot shows a software interface with a dark blue header bar containing the text "BSARMA : Profile". Below the header is a table with the following columns: Status, Name, Start Date, Midpoint, Due Date, and Last Update. A red arrow points to the "Status" column header. The table contains one row of data:

Status	Name	Start Date	Midpoint	Due Date	Last Update
<input type="checkbox"/>	<a href="#">PS G- Mexico - Country Report</a>	10/1/2003	11/3/2003	12/1/2003	10/1/2003

**PROJECT SCREEN:**

The project screen provides a status report on the research progress. The blue bar in the third row of the top table indicates how much of the work is complete. Rows five to seven show the project dates. Remember, the project starts when you have provided all needed information, completed the initial teleconference call and signed and returned the Market Research Commitment and Satisfaction Guarantee form with the confirmed deliverables attached.

To see the report as it is being developed, go to the report row (number eight) and click on the reports listed. You will be able to read and print reports as they are developed. To exit from the reports, use the close button (the red box with an X in the upper right corner of the Internet tool bar). In the deliverables table, the individual status bar indicates the completeness of each answer. We are committed to providing continuous updates and therefore you will have partial answers to questions during the research process.



**Project**

Row 3

Name	PS G- Mexico - Country Report
Customer	PSG
Status	<div style="width: 20px; height: 15px; background-color: blue; display: inline-block;"></div>

Rows 5-7

Description	PSG is interested in selling to Mexico. They are currently selling to Chile and Brazil.
Start Date	10/1/2003
Midpoint	11/3/2003
Due Date	12/1/2003

Row 8

Report	Name	Date
	<a href="#">Sample MR.doc</a>	10/1/2003

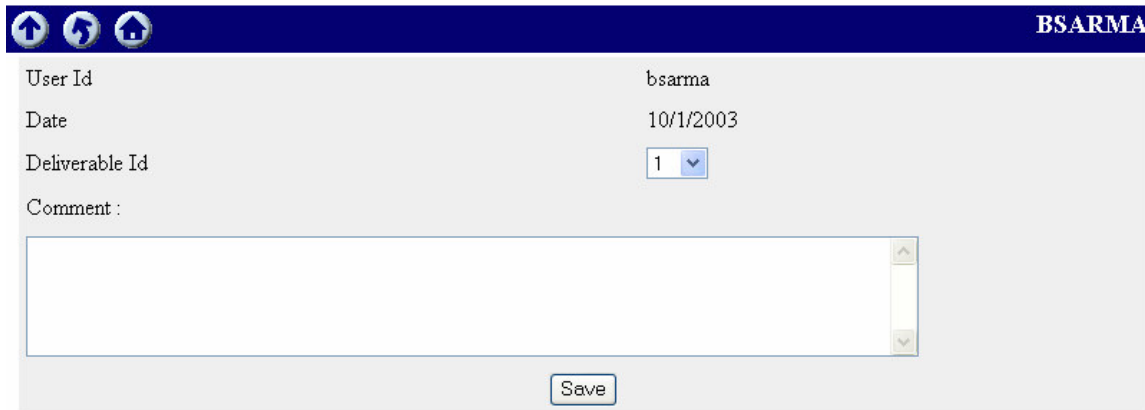
**Deliverables**



<a href="#">Add Comment</a>					
ID ●	Priority ●	Status	Question	Deliverables	
1	1	<div style="width: 20px; height: 15px; background-color: blue; display: inline-block;"></div>	What is the overall market size?	<ul style="list-style-type: none"> <li>Project market size based on key statistics and market indicators identified by CHI and provided by client.</li> <li>Explanation of analysis and key statistics</li> </ul>	
2	1	<div style="width: 20px; height: 15px; background-color: blue; display: inline-block;"></div>	Who are the major competitors?	<ul style="list-style-type: none"> <li>Identification of top 4 competitors</li> <li>Provide profile on each</li> </ul>	

If you would like to comment on the work as it develops, click on **"Add Comment"** as indicated with the red arrow.

**COMMENTS SCREEN:** To insert comments, select the question number you wish to comment on in the drop down screen (deliverables id). Insert your comments and click save. For your convenience the deliverable ids and description are listed at the bottom of the comment page. Please remember, the comment section allows you to clarify information provided or direct future work. It is not an opportunity to present additional questions or change the focus of the study. We will be unable to deliver the original information in the timeline specified if we do not remain on task. We will be pleased to accommodate additional questions as a separate project.



The screenshot shows a web interface for the BSARMA system. At the top, there is a dark blue header with three navigation icons (up, back, home) on the left and the text "BSARMA" on the right. Below the header, the form contains the following fields: "User Id" with the value "bsarma", "Date" with the value "10/1/2003", and "Deliverable Id" with a dropdown menu showing "1". Below these fields is a "Comment :" label followed by a large, empty text input area with a vertical scrollbar on the right. At the bottom of the form is a "Save" button.

### **USING THE WEB MANAGEMENT SYSTEM:**

The web management system is intended to provide continuous information updates to the client. CHI has made substantial efforts to ensure the system is secure, but like all computer systems it is not possible to ensure 100 percent security. Use of the system is optional and voluntary. If you prefer not to use the web system, you will receive a paper copy of the partial report midway through the research process and a final report upon completion of the research.