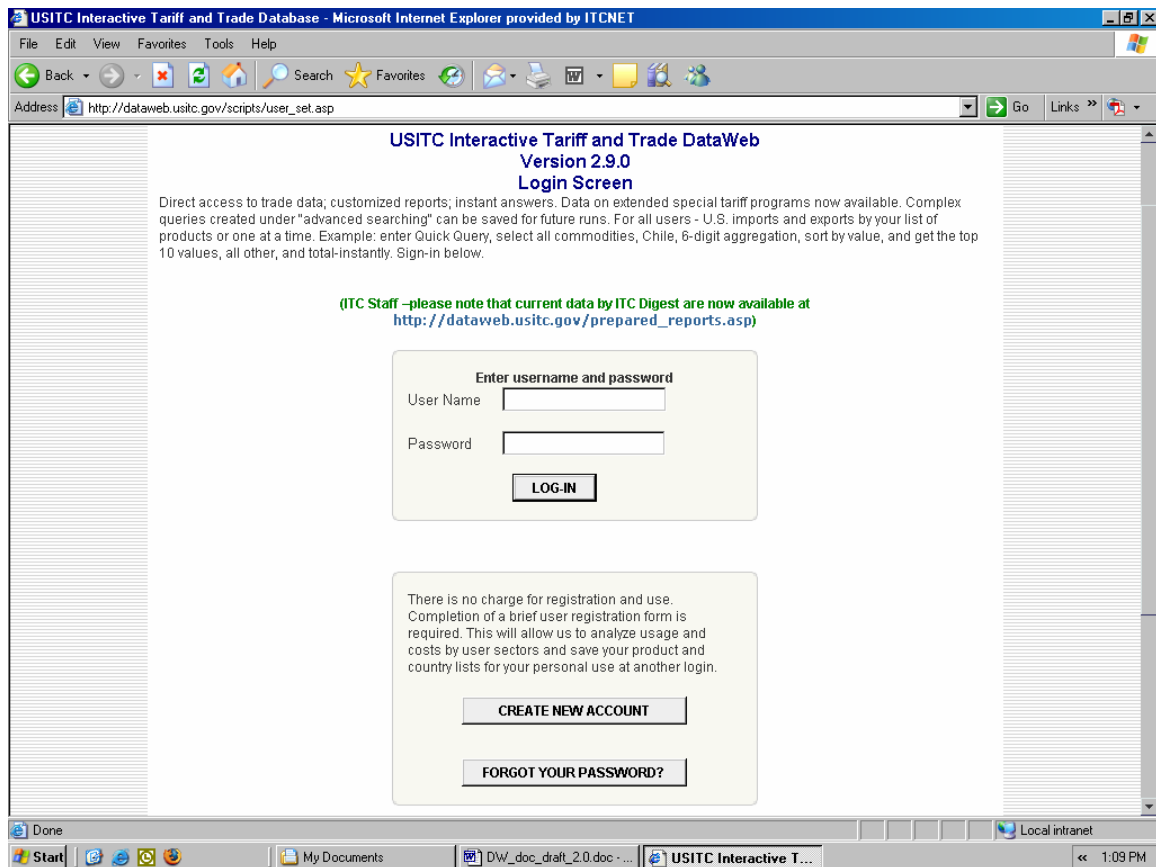


United States International Trade Commission

DataWeb User Manual

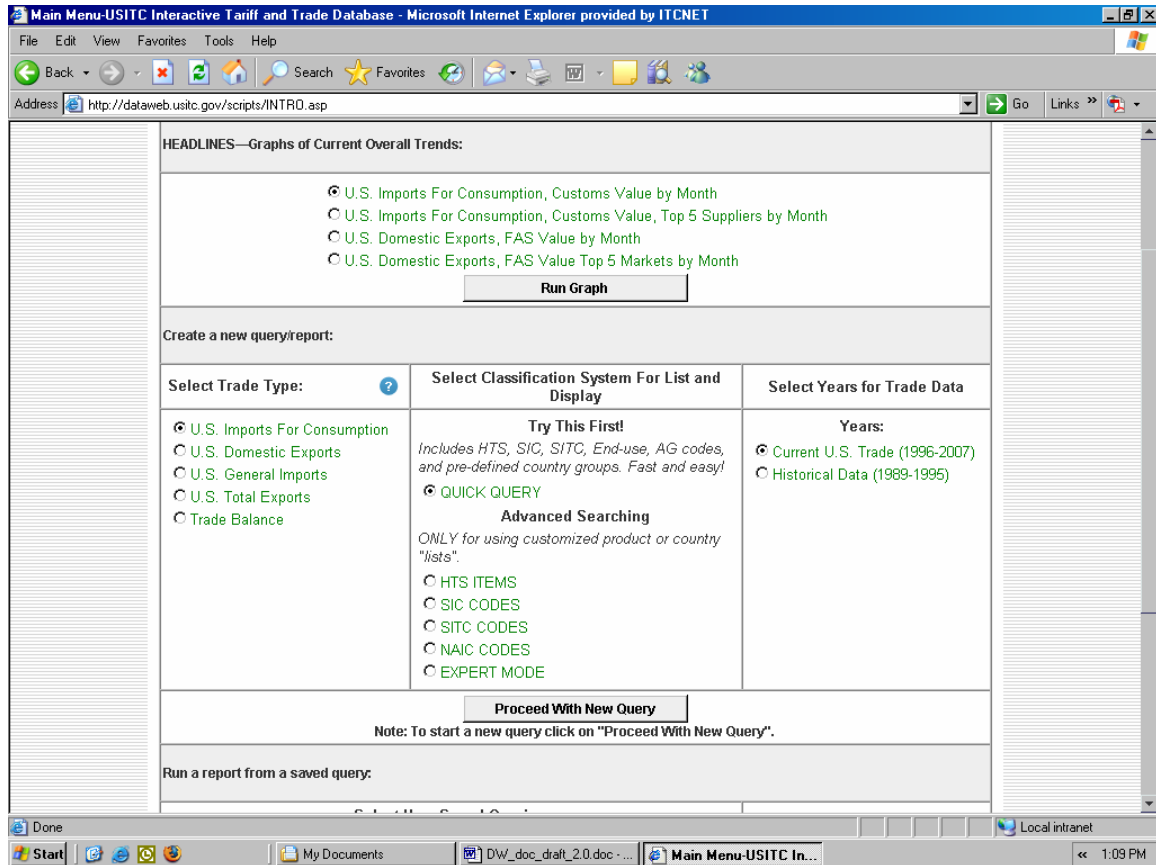
Login Screen: To access the DataWeb, use the link on the USITC home page (www.usitc.gov) and click on the **ITC Trade DataWeb** link or go directly to <http://dataweb.usitc.gov>. This brings you to the login screen (See Figure 1). If you are a current user, you need to login. If you have not registered, you need to create a new account. The DataWeb is available to the public full-time and free of charge.

Figure 1. USITC DataWeb Login Screen



Main Menu: Once you have logged onto the DataWeb, you will see the Main Menu page (see Figure 2). Four preset graph selections are available at the top of this page. Below these selections are options to create a new query or report. You need to select the type of trade data, its classification, and the years of data for your report. For this guide, the following options have been selected: U.S. Imports for Consumption, Quick Query, and Current U.S. Trade (1996-2007). After you have selected these options, click on the **Proceed With New Query** button.

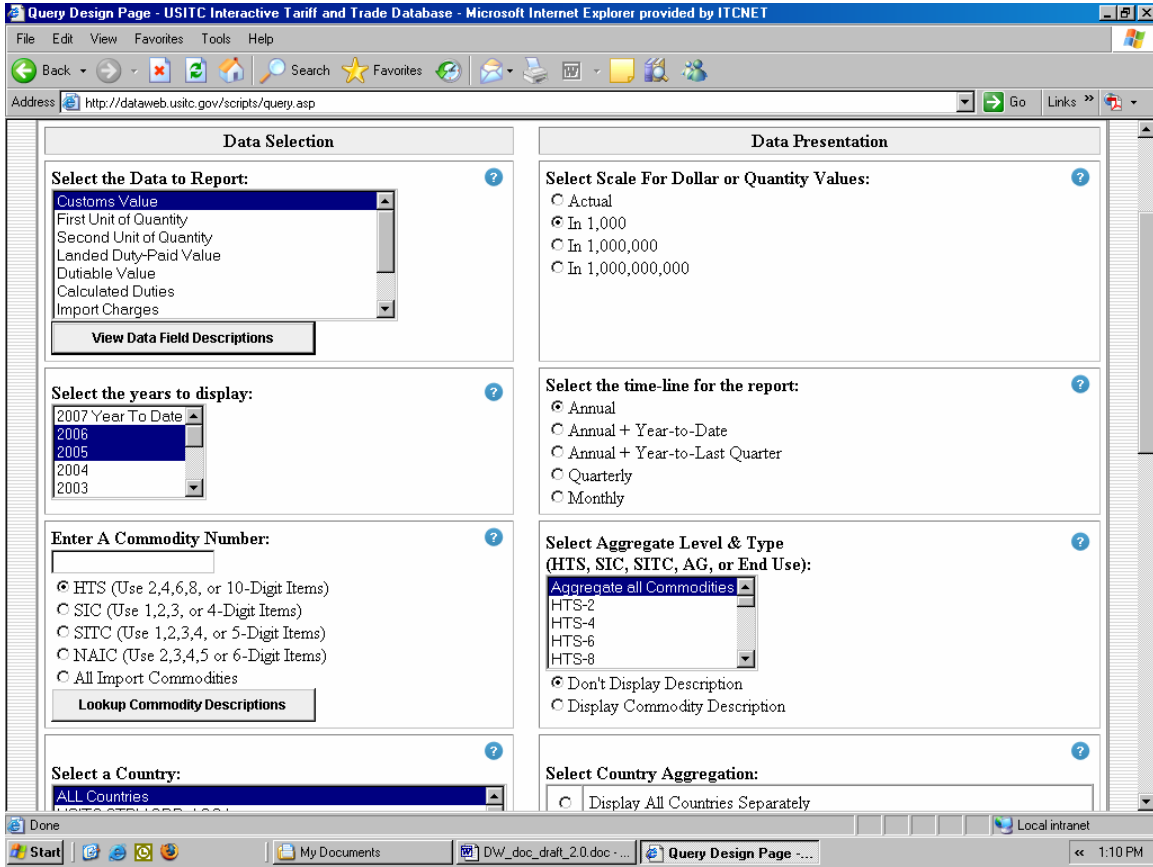
Figure 2. USITC Main Menu



Query Design Page: The Query Design Page allows you to build your query. The column on the left side of the screen presents the data selection options for your report. The column on the right side of the screen presents your data presentation options (see Figures 3, 4, and 5).

- **Select Data to Report:** The first option on the left side of the screen is the type of data to report. This includes Customs Value (Dollar Amount) and First Unit of Quantity. You can select multiple values by holding the CTRL key and clicking on the item. For a description of data, you can click on the **View Data Field Descriptions** button. Note: This field allows multiple selections.
- **Select Scale for Dollar or Quantity Values:** The first option on the right side of the screen is the scale for dollar or quantity values.
- **Select the Years to Display:** This option allows you to select the years to report. Note: This field allows multiple selections.
- **Select the Time Line for the Report:** This option allows you to select the timeline for the report.
- **Enter a Commodity Number:** This is the most important field of the Query Design Page. This is where you select the commodity that you wish to query. Generally, we recommend using the HTS. Data are collected on this basis and are not subject to conversion inconsistencies. If you are unsure of the commodity's code, but you know its classification, you can view the commodity descriptions by clicking on the **Lookup Commodity Description** button. The classifications are built in a hierarchal order. The higher the number (2, 4, 6, 8, 10), the more specific the product. If you are having trouble trying to identify a specific HTS commodity, please visit the following site:
http://dataweb.usitc.gov/scripts/tariff_current.asp.

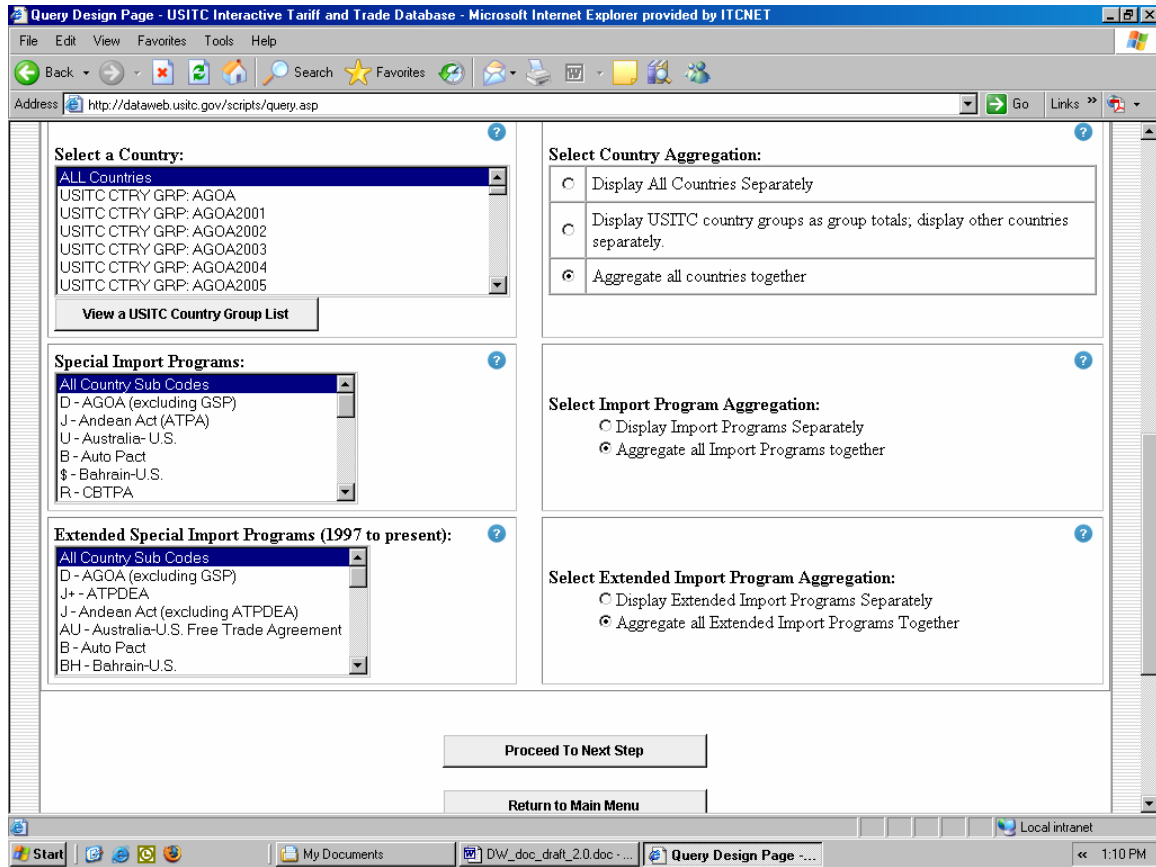
Figure 3. Query Design Page



- **Select a Country:** This option allows you to select the country or country group for which you want data. For a detailed description of a country or country group, highlight the country group or the country and click on the **View an USITC Country Group List** button. If you select a country group, the description will provide a list of all of the countries that make up the group. If you select a country, the description will provide a list of all of the country groups that the country is in. Note: This field allows multiple selections.
- **Select Country Aggregation:** After you have selected the country group or country, you must choose how to aggregate the countries. You need to select Display Countries Separately to view data from each individual country. If you choose to Display USITC Country as Group Totals, Display Other Countries Separately, this will display the country groups as an item and the individual countries selected as an item. Aggregate All Countries Together will not display the countries separately in the report.
- **Special Import Programs and Extended Special Import Programs (1997 to present):** These options allow you to choose a specific import program for the report. If you are not interested in a special import program, select All Country Sub Codes.
- **Select Import Program Aggregation and Select Extended Import Program Aggregation:** This allows you to view the import programs separately or as a group total.

After selecting all of your options, click on the **Proceed to Next Step** button. If you have any errors in your selection, the system will tell you what was selected incorrectly. Hit the back key and correct your selections.

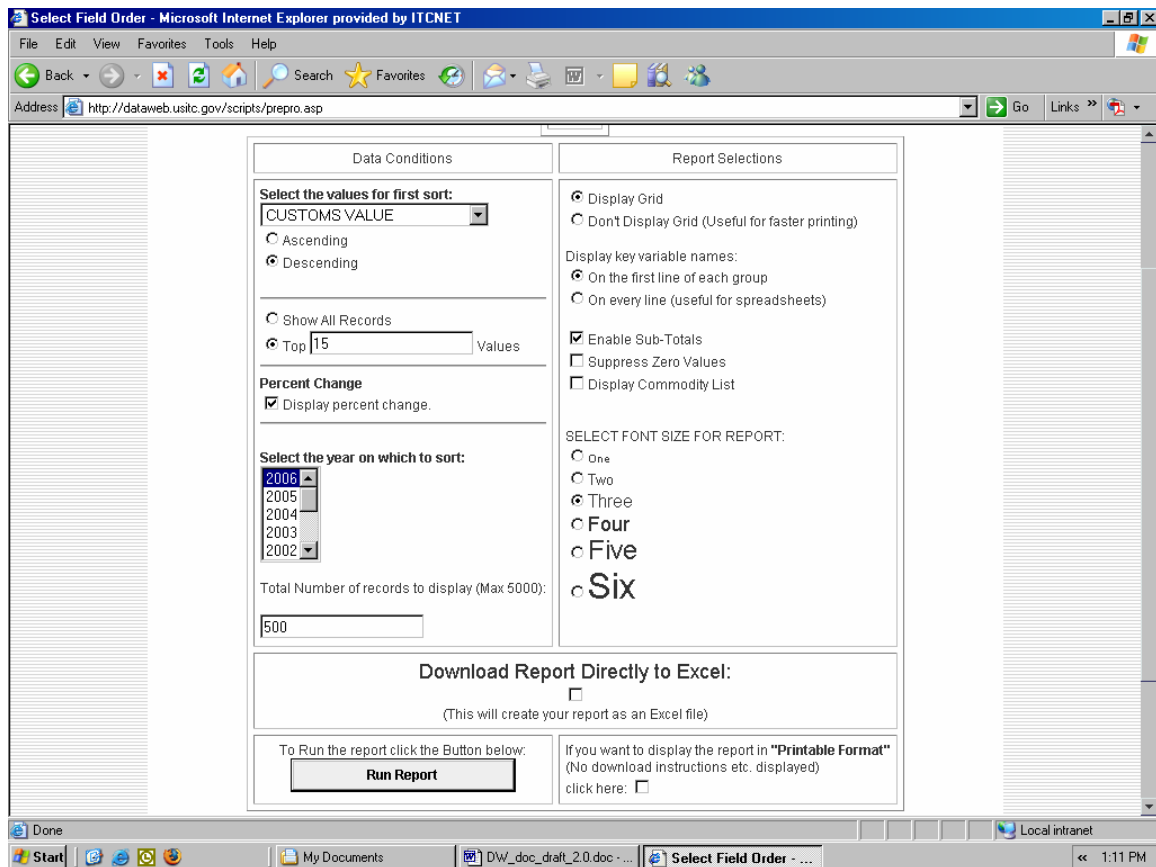
Figure 4. Query Design Page (continued)



Sort Order Page: The Sort Order Page allows you to choose how to display your report. The column on the left side of the screen presents data conditions for the report. The column on the right side of the screen presents the report selections.

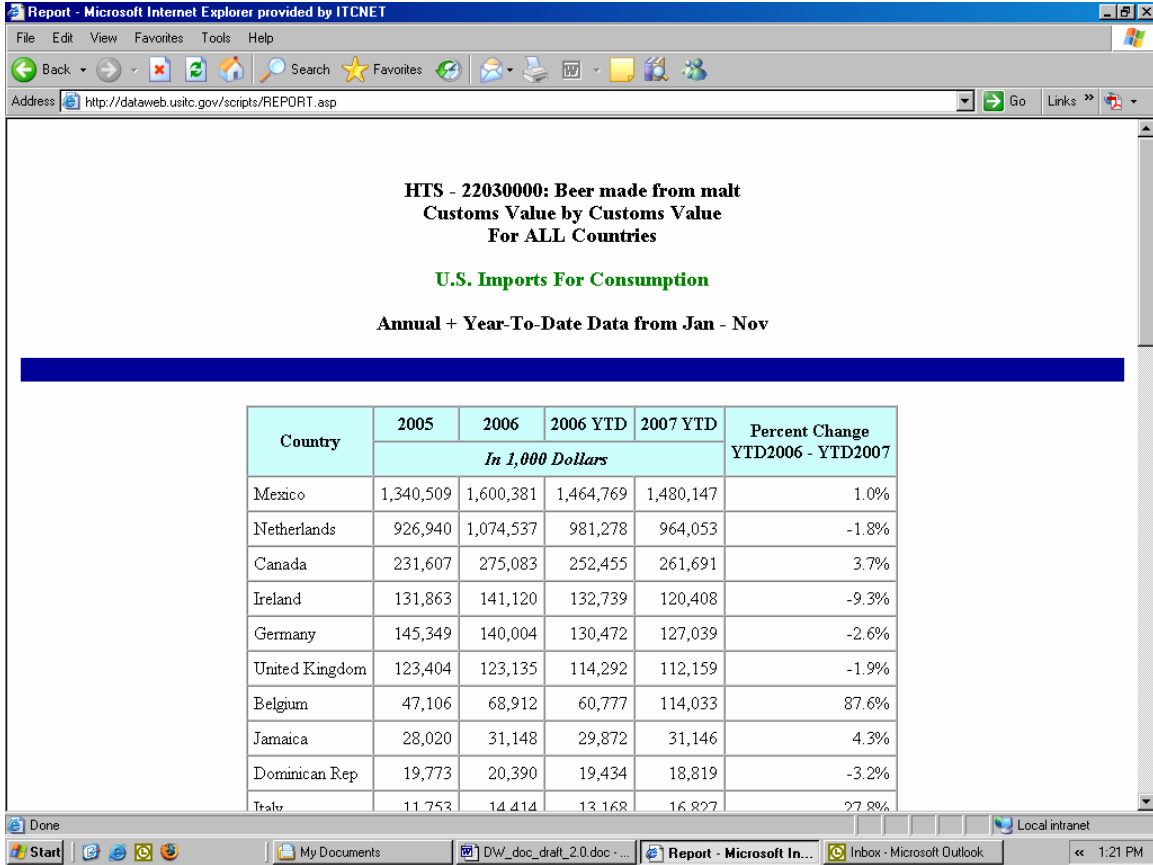
- **Select the Values for the First Sort:** This option allows you to change the value to sort on for the report. If you have multiple values, only the last value can be changed. Select the number of records or rows that you want to appear in your report.
- **Select the Year to Sort On:** This option allows you to choose which year is the basis for the sort. You must also specify the number of records to be displayed.
- **Report Selections:** These options allow you to fine-tune your report. These options also provide tips for faster printing and orderly viewing.
- After you have selected all of your Data Conditions and Report Selections, click on the **Run Report** button to view your report.

Figure 5. Sort Order Page



Display Report Page: The Display Report Page displays your report with your specified conditions. Printing instructions and download options are shown below the data.

Figure 6. Display Report Page



Frequently Asked Questions: For additional DataWeb assistance, please see the options below:

- If you are still having problems using the DataWeb, please view the Frequently Asked Questions page located at <http://dataweb.usitc.gov/scripts/datawebfaq.htm>.
- If you are still having problems after viewing the Frequently Asked Questions page, you should submit a DataWeb Assistance request. To do this, go to http://dataweb.usitc.gov/scripts/dataweb_help/dw_help.asp. The DataWeb Administrator will reply back to you within two business days. .