TABLE OF CONTENTS

1. Overview

The Ministry Of Health Trade System (MOHTS) is an automated system designed to enhance the permit application and processing method at the Ministry of Health (MOH) through the Standards and Regulation Division. The system is intended to capture the details of all permits and the applicants for these permits. The Ministry Of Health Trade System (MOHTS) facilitates the application for import permits online and the processing of these applications electronically. The system is designed to interface with:

- The Trade Board System for the importation of specific chemicals and drugs.
- The Ministry of Agriculture's Trade System to verify information regarding veterinary drugs that are approved and registered with the Veterinary Division.
- The TRN system to verify information on registered companies and individuals.
- The Ministry of National Security and Justice Trade System for the importation of explosive chemicals.

1.1   Objectives

The objectives of the system are as follows:

- To allow electronic submission and processing of permits
- To provide easier processing of permits by providing a list of products requiring permits.
- Minimize the number of inaccurate permits submission by providing online verification prior to submission of permits.
- To allow for the validation and verification of import permits at Jamaica Customs.

1.2   User Access Levels

Access to the system will be gained by authorized users and will be controlled via a User ID and Password feature. Importers are categorised into 3 groups:

1.   Individuals
2.   Company
3.   Broker

An importer will be able to log into the system and apply for an import permit, he will also be able to pay for this permit via the e-payment facility and also track his application with the provided permit number until it is to be collected.

1.3   Concepts and Conventions Used

1.3.1   Entering and Displaying Dates.

> The date format for the MOHTS is yyyy/mm/dd. All dates should be entered in this format. It is also desirable to maintain the system date in this format.

2. System Environment

2.1   Application Software

> The application is web-based, developed using JAVA, JSP and an Informix database.
>
> The system can be accessed from a computer with Windows 95, Windows 98, Windows 2000, Windows ME, Windows NT and Windows XP operating systems. Internet connectivity is required. The recommended browsers are Internet Explorer 4.0 or higher, or Netscape Navigator 3.0 or higher.

3. Getting Started

3.1 Accessing the Application

The user types the URL for the application into the address bar of the Internet Explorer browser. The login screen will then appear. Only authorized users are allowed access to the system. Successful login will only be provided to an accurate combination of User ID and password.
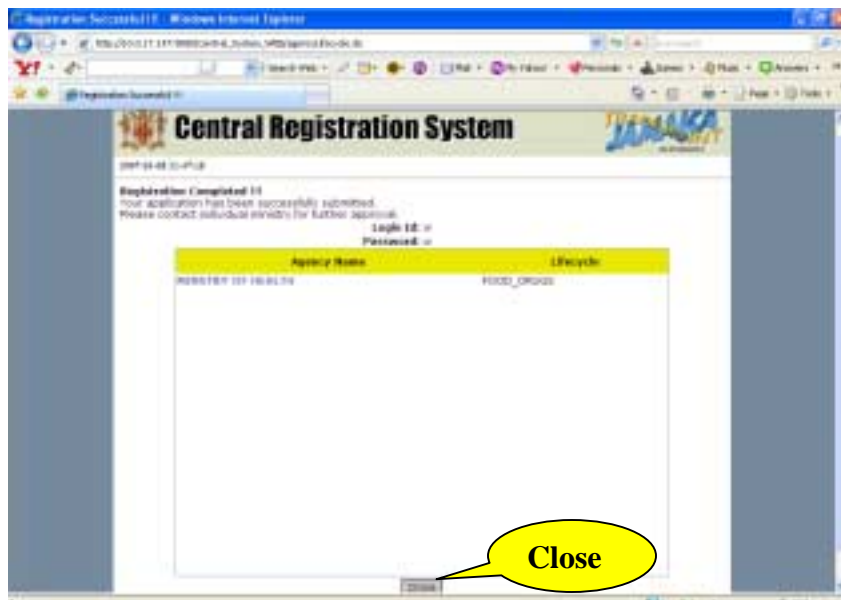
3.2 Registering New User

➢ Click New Registration at the bottom of page.
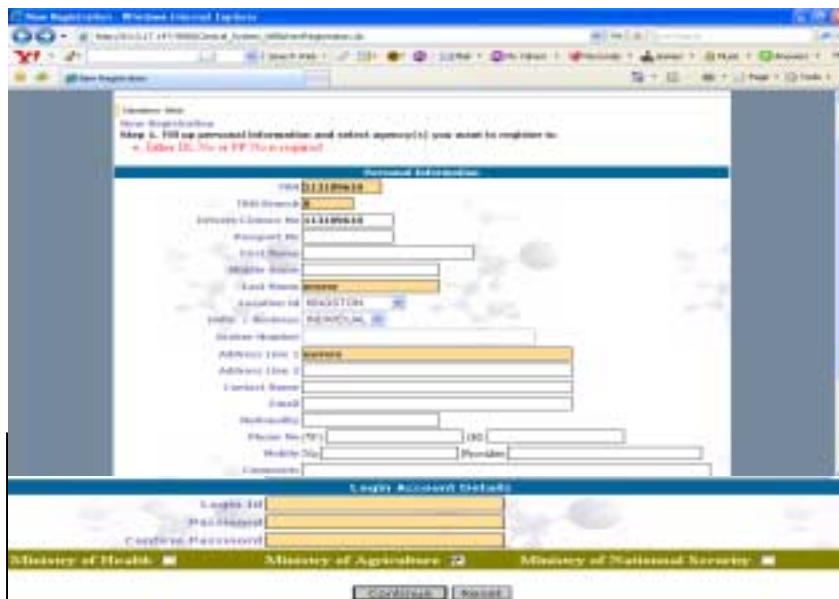
- ➢ Input relevant data, color coded fields are compulsory.
- ➢ Select relevant Ministry (ies)
- ➢ Select Continue.

- ➢ Select the Lifecycles (Category of item you want to import).
- ➢ Press Submit

The application has been submitted and registration, complete. An email will be sent to user to say if the lifecycle(s) have been granted access.

Record User Name and Password for access.

> Select Close to exit.

3.3   Sign In

To have access to the Ministry of Health Trade System (MOHTS), a valid username and password is required. From the homepage:

> Enter User-name
> Enter password
> Click Login

4. Applying for a Permit

➢ Click the option *Apply for Permit*

➢ System displays List Of Permit Types.

➢ Select the type of permit you want to apply for. E.g. Food additive

The system displays pre application form.

➢ Select country of export from search list.

➢ Select drug name for search list.

➢ Click *Continue to apply For Import Permit*.

The system displays the application form.

- ➢ Enter relevant application data ensuring mandatory fields are entered.
- ➢ Select Delete to delete an item.
- ➢ Select Reset to Clear Form.
- ➢ Select cancel to undo Application.
- ➢ Select Submit to Send Application.

The system displays the application number and cost.

- ➢ To Apply For another drug Click New Entry.

5. Paying For a Permit

5.1   Method 1

➢ After Application Is completed and the system displays the application number and cost.

➢ Click *Pay For Permits.*

The system displays list of applications that require payment

➢ *Add To Cart* the permit for payment.

➢ Click *check out for payment*.

The system displays the types of credit cards that may be used for payment.

➢ Select the type of credit card and Click *Allocate Payments.*

The system displays screen to enter credit card details.

➢ Enter Credit Card details And Click *Submit For Payments.*

System verifies Card Information and issues a receipt.

➢ Click *Print Receipt* to print and keep for collection of Permit.

5.2   Method 2

➢ User Signs In to application.

The system displays Option to pay for permit.

➢ Select *E-Payments.*
➢ Repeat Steps in *Method 1*.

6. Search For Permit.

6.1 Current and Past Permit applications
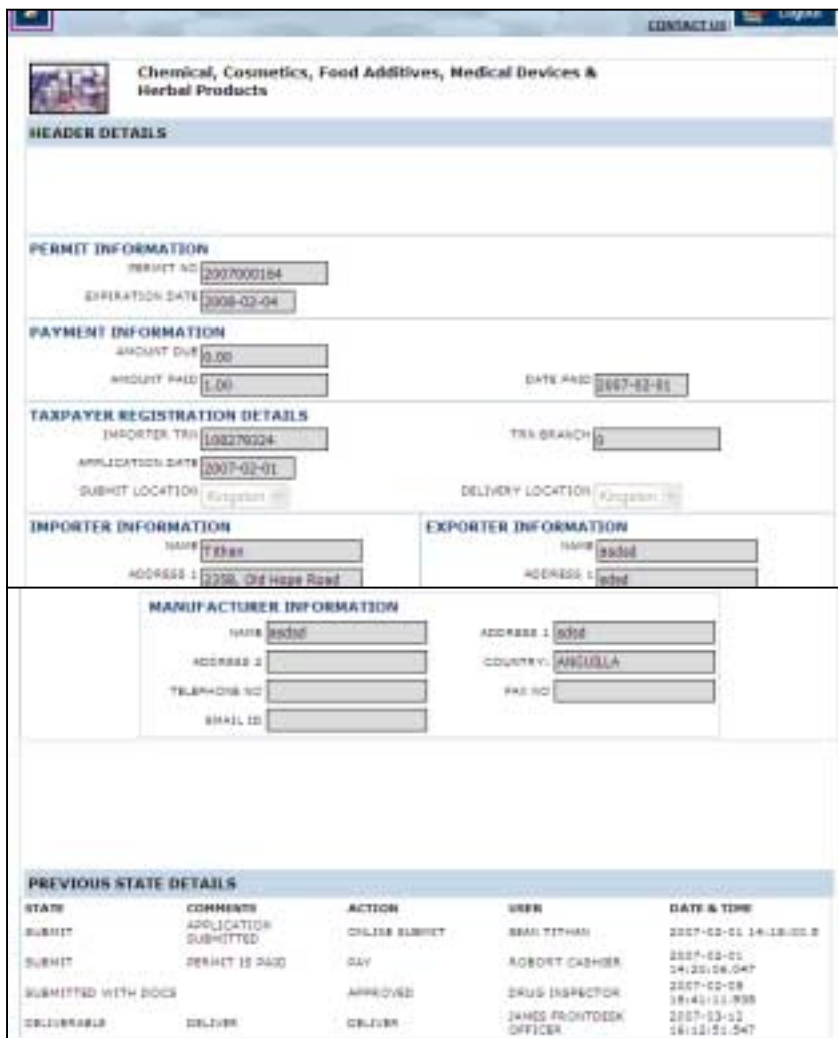
- ➢ Select Permit type and enter Permit Number
- ➢ Click *Go.*

The system displays Permit Application.

7. View Application Status.

7.1 Click the Options under specific Drug Categories To view Application Status.

- ➢ *Submit* – Application is submitted and awaits payment.
- ➢ *Rejected* – Application is Rejected (Reason emailed to User).
- ➢ *Paid* – Application is has been processed by the Cashier.
- ➢ *Deliverable* – Application has been approved and is to be issued by Front desk.

System displays a list of applications.

7.2 Select Permit and Click *Access Permit* **to view.**

The system displays Permit Application.

8. Logging Out

Click **Logout** at the top right hand corner of the application, to exit application at any time.