# COMPUTERISATION OF PERSONNEL RECORDS A CASE STUDY OF FEDERAL MINISTRY OF CULTURE AND TOURISM

## BY

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## FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA, NIGER STATE

## IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE AWARD OF A POSTGRADUATE DIPLOMA (PGD) IN COMPUTER SCIENCE

**SEPTEMBER, 2000**

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# CERTIFICATION

I certify that this Project was carried out by Ekaete Patrick Umoffia and submitted to the Deparment of Maths/Computer Science, School of Science and Science Education, Federal University of Technology, Minna. It has been read and approved as meeting the requirements of the Department for the Award of a Postgraduate Diploma in Computer Science, Federal University of Technology, Minna under the supervision of Mr. L. N. Ezeako.


_____          _____
Mr. L. N. Ezeako                              Date
(*Supervisor*)


_____          _____
Dr. S. A. Reju                                    Date
(*Head of Department*)


_____          _____
*External Examiner*                         Date

## DEDICATION

This Research work is dedicated to my parents Engr. P.E. Umoffia [Late] and Mrs. D.P. Umoffia who made this project a success and for the support that they gave me throughout my study period.   They have been the most wonderful people in my life.

# ACKNOWLEDGMENT

I wish to express my propound gratitude to the almighty God who by his grace made it possible for a successful project work and academic year in the University.

I wish to use this medium to express my thanks to all my lecturers, Head of department, Dr. Reju, particularly supervisor, Mr. L.N. Ezeako, for painstakingly going through the draft of this project.

I am indeed grateful and indebted to the following people for their contribution to the success of my education and this program in particular. They are my mother, Mrs. D.P. Umoffia, for her like, concern and support as well as I.T. Udoh - Imeh, Danladi, Kola and Ahmed.

Special thanks to my brothers Imo and Ini and my sisters Margaret, Agnes, Patricia and Anietie. Also to all my colleagues especially Lara.

Finally, to the memory of my Late Father Engr. P.E. Umoffia whose love can never be forgotten.

# ABSTRACT

This work examines Personnel Record as a system of keeping

written accounts of facts or events employed in an organisation.    Particular attention

is paid to personnel record of the Federal Ministry of Ministry of Culture and Tourism,

Abuja.

The structure of the existing manual personnel record system in the Ministry was

studied.   Following the study, an efficient and functional computerised version is then

developed.   The computerised version did not in any way disrupt the institutionalised

format of keeping personnel records in the Ministry or the Civil Service.   It however,

removes the pains and errors inherent in the present manual system, particularly, the

aspect of information storage, retrieval and query system.

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## SUMMARY, RECOMMENDATION AND CONCLUSION

# CHAPTER ONE

## 1.1   INTRODUCTION.

During the career service of a civil servant, many events occur. For example, promotion, transfer, discipline, training, etc., all of which may be noted in different files and at different times. The effect of this mode of record keeping is that, the entire service record of an employee is not often available at the time of exit or when information is sought on a particular section of the record to enable management take decision. In the same vain, the present system of manual personnel record keeping through the filing system in most Government Ministries make such records to be highly prone to error, falsification, tampering uninteresting and burdensome to staff that have responsibility for keeping and updating them and indeed others who may have to work with the records.

## 1.2  OBJECTIVE.

The objective of this project work is to develop a database computer program for computerisation of personnel records with the Federal Ministry of Culture and Tourism, Abuja as a case study. However, the specific objective of the program is to keep tract of the entire career service record of a civil servant beginning, from the time of entry to the time of exit from the service. For the purpose of this project work, the program will be tested with some live data of the personnel records of staff in the Planning, Research and Statistics Department of the Federal Ministry of Culture and Tourism, Abuja. It is our hope though, that the program will be extended to cover the entire personnel records of the Ministry if the program is successfully developed and accepted by the Ministry.

## 1.3  SCOPE AND LIMITATION

This study will cover only personnel records of staff as recorded in their personnel file, particularly Form Gen.60. It will not involve accounts and payroll system aspect of personnel records.

## 1.4  METHODOLOGY OF THE STUDY

The Federal Ministry of Culture and Tourism has a procedure and format for keeping personnel records. The methodology employed for the study is therefore,

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direct interview of staff in the Personnel Management Department and Study of existing forms, documents and procedure being used for processing and storage of personnel records. This method gave me the opportunity of an on-the-spot assessment of the present manual system of personnel records keeping. It also gave me the opportunity of identifying data and information needs and requirements of divisions and sections in the Personnel Management.

## 1.5      PROGRAMMING LANGUAGE

The programming language used for the development of the system is Dbase IV. The choice of Dbase IV is informed by the numerous advantages it has over other languages that could have been used to develop the system.
Some of these advantages are:-

     i]     Dbase IV is a package that is designed specifically to meet a large variety of database processing needs. The only requirement for its efficient use is good programming principle and ability to program in Dbase IV.

     ii]     Dbase IV is a package that is widely acceptable and used in the world. Hence, it will be relatively easier for colleagues and other computer professionals to criticise and suggest improvement on the program that is developed for the project and thus ensure its ultimate efficiency, acceptability and application.

     iii]     Computerization of personnel records using DBASE IV program will permit easy adaptability by other government agencies that may want to adopt the Program for computerization of their personnel records.

     iv]     It is easier for the Government to acquire DBASE IV than to acquire compilers separately that may be required for the implementation of the program if the program had been developed in other programming language like Pascal, Basic or COBOL.

v]    It is also technically easier to maintain, review and
update a program written in DBASE IV, than a
program developed in different language for the
same purpose.

Consideration of the fore-going factors is what informed the choice of DBASE IV for the development of the program for this project work.

# CHAPTER TWO

## LITERATURE REVIEW

Record, according to the Oxford Advanced Learner's Dictionary is defined as "written accounts of facts, events, ..........," "set down in writing for reference; preserved for use by writing or in other ways e.g., on disc ....." While personnel is "staff, persons employed in any work especially public undertakings ........". Personnel Records system can therefore, be described as the 'art' or 'methodology' of keeping event and facts concerning the activity and conduct of a staff during his service career in an organisation. Such records, depending on circumstances, are often used to express opinion and take decisions or action on employees. Personnel Records thus enables an organisation to keep accounts of conduct, activity, statistics and distribution of all its personnel both serving and non-serving.

The Nigerian Civil Servant, just like any other organisation, has its own format and method of keeping personnel records. The current format and method has been in use for many decades over. In fact, it can be said to be as old as the Civil Service itself.

The objective of this study therefore, is to analyses design and construct an efficient and functional computerised personnel record management system. The computerised version will not in anyway disrupt the format of personnel record keeping, but is intended to remove the pains and errors inherent in the present manual system of personnel record system, particularly the aspect of information storage, retrieval and query system.

Personnel records are essential and crucial in making decisions in order to achieve pre-determined objectives of an organisation. This is more so if those decisions concern the human resource of the organisation. The desirability of an accurate and reliable information about a staff is hinged primarily on measurement and evaluation of effectiveness, efficiency and productivity. According to I.O. Opedu in his paper titled: 'Personnel Records Management in the Civil Service':

> Personnel records provide the basic information
> for manpower policies, plans and procedures.
> They enable management to know more about
> their workforce and the knowledge and skill
> available, in order to maintain and improve
> upon the level of performance'.

For management to be able to make right decisions, it needs an up to date information about its personnel. Records can be said to be as important as any other tools required for the development and growth of an organisation. Personnel records are very vital as they provide management with properly documented information about the career progression and other activity of a staff. G.A. Ajewole in his paper titled 'Framework for the Development and Maintenance of Personnel Records states that:

> 'The aim of personnel records is to a large extent,
> determined by the aims of the organisation in
> general, and the aims of the personnel department
> in particular'.

Maintaining an effective and efficient personnel records system is not without its problems. Storing and updating records is tedious and most often not left in the hands of junior officers. This therefore calls for training of staff on the importance and management of personnel records.

# CHAPTER THREE

## SYSTEM ANALYSIS AND DESIGN

### 3 . 1   THE EXISTING SYSTEM.

At the moment, the Registry section of the Personnel Management Department has responsibility for keeping personnel files, record and data.   The Registry Section itself comprises of five units namely:

i]     Open Registry
ii]    Records Section
iii]   Confidential Registry
iv]    Nominal Roll Section
v]     Pensions and Gratuity Section.

### i]     OPEN REGISTRY:

This section keeps 'Personnel files' of every staff of the Ministry. The Personnel file is like a transaction file of every staff.   Daily and routine matters, for example, application for leave, loan, advances, transfer, report against a staff, etc., are all filed in the Personnel file of a staff and routed to the appropriate officer or staff that would take further action on any matter to be so treated in the file.

The Open Registry Section has a 'Filing Room' where all personnel files are kept in large wooden cabinets.   The cabinet consist of large pigeon holes. Each pigeon hole is assigned a range of personnel file number.   Personnel files falling within a number range are then arranged serially within a pigeon hole. The arrangement facilitate easy and orderly storage and retrieval of personnel files.   With this arrangement, a given file number will be located within a given number range in a pigeon hole.

The Open Registry also keeps a Register containing personnel file numbers and names of members of staff owning the files.   The Register is used to allocate file number to a staff that reports for duty for the first time.   Every Personnel file leaving or coming into the Open Registry also has its own destination or source recorded in registers called "outgoing" and "incoming" register respectively.

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## ii] RECORDS SECTION:

The section has responsibility for creating and updating personnel records. Every new staff after being allocated a personnel file number report next to the Records section. The Records section then records in "Form Gen.60" every information on biodata and career service of the new staff. Every subsequent information and action taken on matters concerning the staff are then recorded and updated from time to time on the Form Gen. 60. For example, leave, termination and mode of termination of service, Gratuity and Pensions paid are all recorded in Form Gen.60. The form, Gen.60 for all staff are kept in Binders. The Binders are again arranged serially using specific personnel number range.

## iii] CONFIDENTIAL REGISTRY SECTION:

This keeps confidential file of all staff. The confidential file contain record of performance of the staff at promotion interviews, records of outstanding contribution or achievement of a staff, recommendations and reports issued concerning any staff are all kept in the confidential file.

The confidential file is used mostly to determine and sort members of staff that are eligible for promotion interview. It is also used to assess the eligibility and capability of any staff being considered for any special assignment or recommendation.

## iv] NOMINAL ROLL SECTION:

This section keeps records on dates of first appointment, present appointment, department, present stage of location, age and state of origin of all members of staff. This section keeps information and data on the entire work force of the Ministry, their distribution and characteristics. For example, statistics of staff by state of origin, salary grade level, sex, etc, are all kept by the nominal roll section.

The nominal roll section keeps and provides information on the staff strength of the ministry, seniority list, distribution of staff by departments, etc. The nominal roll compiles its date directly by issuing out forms annually or when the need arise to members of staff to fill and return.

**v] PENSIONS AND GRATUITY SECTION:**
This section computes the terminal benefit of members of staff leaving the service. The computed terminal benefit is sent to the office of Establishments and Management Services where payment of the terminal benefit is effected after ascertaining its correctness.

The Pension and Gratuity section obtains information which it uses for computation of terminal benefit from the record section of form Gen. 60. Major data required for computation of terminal benefit are:

i] Letter or Gazette of Confirmation of First Appointment.

ii] Letter or Gazette of last promotion. This is needed to obtain current salary of staff;

iii] Home address of the staff;

iv] Authority on which the terminal benefit is being computed. This authority can be by Voluntary or compulsory/mandatory termination of service, retirement or death.

## 3.2 PROBLEM IN THE EXISTING SYSTEM.

The major problem in the present system of manual personnel record keeping and filing system is that of inefficient, inaccurate and untimely storage and retrieval of personnel data and information. The manual filing system makes personnel data and information processing to be highly prone to error and a painful process. Whenever information is required on any aspect in the career of service of a personnel, reference has to be made to the physical file in which such information is recorded. Quite often, the information will not be promptly obtained if such a file is in circulation for other business transaction. In many other cases, the file may not be found at all. This often arise due to "miss-deep" of file or when the last destination of a file after leaving the registry cannot be ascertained. 'miss-deep' is the act of wrongly placing a file in a wrong file number range in the wooden file cabinet in the filing room.

Even when the file is available, the pains of searching and combining every page of the file for the required information render the work uninteresting to the registry personnel. In the same vain, constant use of the file makes it deteriorate rapidly and get torn and tattered most of the time. This often leads to lost of some pages on which information is recorded and consequently, eventually loss of such data or information.

## 3 . 3   THE EXISTING FACILITIES.

The Ministry had acquired personal computers and this makes the prospect of computerisation of personnel records to be very bright.  However, the Open Registry, Confidential Registry, Records Section and the Nominal Roll Section need to be provided with modern office equipment that will facilitate orderly and smooth storage of personnel files and records.  For example, the old and dilapidated wooden filing cabinet can be replaced with modern, compact and more efficient iron version cabinet.

The Records section and Confidential Registry Section also require iron filing cabinet for orderly storage and retrieval of information from the Binders and Confidential files in which career records of personnel are stored.

## 3 . 4   SYSTEM DESIGN.

The objective of the new system is to develop a computer based database information and personnel record system.   It is important to note that the computer based information system will not completely replace the use of file and documents to keep information on an employee.   The new system will only permit data input and processing for each employee as soon as the events that generate the data occur.  This will therefore, ensure that current information about an employee can be obtained without reference to his physical file.  Future reference can also be made to the record of an employee without reference to his physical file for example, information and records about posting, leave, current designation, eligibility for promotion, educational qualification, disciplinary cases, terminal benefits etc., concerning an employee can all be obtained without reference to the employee's physical file.

From the foregoing explanation, the major advantage of the new system will include:

- availability of timely and current date and
  information about an employee;
- great and significant reduction in the
  volume of paper and file handled for
  daily office routine work;
- efficient and reliable data processing
  and information system;
- facilitating efficient and productive personnel
  management system;
- efficient, reliable and productive registry system;
- reduction in the rate at which files deteriorate
  and get torn;
- reduction in the rate of loss of data and information.

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The only and minimum requirement for the success of the computerised database system is availability of a personal computer system, DBASE IV application package and computer literate or trained personnel to man the computer system and the data processing operation. It is also very important that every action on which management decision is reached concerning an employee is entered in the computer as soon as the file of an employee returns to the Registry. This implies that constant update of personnel records in the computer database system is a key to the success of the system.

There should also be a management policy on off-line storage and back-up of personnel data and information in the computerised system. This will compensate for the finite memory capacity of the computer system. It will also facilitate easy recovery of data and information in case of fault and system crash.

A careful analysis of the form Gen.60 reveals that a minimum of ten datbase files will be required to implement the system design. The database files are classified as follows:

i] **PERSONAL. DBF.**
This will contain personal and biodata information about an employee.

ii] **USERS. DBF.**
This is created to provide security for the program as well as have some measure of control over the user.

iii] **RELATIVE. DBF.**
This will contain information on names, address, and the type of relationship between an employee and his relatives. The relatives will include wife, children, next of kin, etc.

iv] **ED-HIST. DBF.**
This will contain information on the types of school[s] attended by an employee and the qualification obtained from the institution.

v] **RETIRE. DBF.**
This will contain records of mode of exit from the service and terminal benefits paid to the employee.

vi] **CAREER. DBF.**
This will contain records of promotion enjoyed by the employee while in service. It will also contain records of demotion as the case may be.

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vii] **STATE. DBF.**

This will contain code and names of state.

viii] **COMMEND. DBF.**

This contains information on commendation and award received by an employee for any outstanding performance and contribution during his career.

ix] **DISC. DBF.**

This will contain records of disciplinary cases of an employee during his service career.

x] **LEAVE. DBF**.

This will contain records of leave enjoyed by the employee during his career in the Civil Service.

## 3 . 5    DATABASE STRUCTURES.

To implement the foregoing database files, the following database structures were created.

### USERS. DBF.

| S/N | FIELD NAME | FIELD TYPE | WIDTH | DEC. | INDEX |
|-----|------------|------------|-------|------|-------|
| 1 | User name | Character | 10 | | N |
| 2 | Password | Character | 5 | | N |

### RELATIVE. DBF.

| S/N | FIELD NAME | FIELD TYPE | WIDTH | DEC. | INDEX |
|-----|------------|------------|-------|------|-------|
| 1 | TPNO. | Numeric | 6 | 0 | N |
| 2 | Surname | Character | 15 | | N |
| 3 | First name | Character | 15 | | N |
| 4 | Last name | Character | 15 | | N |
| 5 | Address | Character | 25 | | N |
| 6 | Relationship | Character | 15 | | N |
| 7 | Birth date | Date | 8 | | N |

### STATE. DBF.

| S/N | FIELD NAME | FIELD TYPE | WIDTH | DEC. | INDEX |
|-----|------------|------------|-------|------|-------|
| 1 | Code | Numeric | 4 | 0 | N |
| 2 | Mean | Character | 15 | | N |

## CAREER. DBF.

| S/N | FIELD NAME | FIELD TYPE | WIDTH | DEC. | INDEX |
|-----|-----------|-----------|-------|------|-------|
| 1 | TPNO | Numeric | 6 | 0 | N |
| 2 | Date | Date | 8 | | N |
| 3 | Pre-DSG | Character | 20 | | N |
| 4 | New DSG | Character | 20 | | N |
| 5 | Pre-GL | Numeric | 2 | 0 | N |
| 6 | New-GL | Numeric | 2 | 0 | N |
| 7 | Pre-Dept. | Character | 25 | | |
| 8 | New-Dept. | Character | 25 | | |
| 9 | Reason | Character | 20 | | |

## COMMEND. DBF.

| S/N | FIELD NAME | FIELD TYPE | WIDTH | DEC. | INDEX |
|-----|-----------|-----------|-------|------|-------|
| 1 | TPNO. | Numeric | 6 | 0 | N |
| 2 | Date | Date | 8 | | N |
| 3 | Commend | Character | 20 | | N |
| 4 | Comment | Character | 30 | | N |
| 5 | By-Whom | Character | 20 | | N |
| 6 | Field page | Numeric | 3 | | N |

## DISC. DBF.

| S/N | FIELD NAME | FIELD TYPE | WIDTH | DEC | INDEX |
|---|---|---|---|---|---|
| 1 | TPNO | Numeric | 6 | 0 | N |
| 2 | Date | Date | 8 | | N |
| 3 | Offence | Character | 25 | | N |
| 4 | Comment | Character | 25 | | N |
| 5 | By-Whom | Character | 20 | | N |
| 6 | File - Page | Numeric | 3 | | N |

## LEAVE. DBF.

| S/N | FIELD NAME | FIELD TYPE | WIDTH | DEC. | INDEX |
|---|---|---|---|---|---|
| 1 | TPNO | Numeric | 6 | 0 | N |
| 2 | Type | Character | 10 | | N |
| 3 | Date-Begin | Date | 8 | | N |
| 4 | Date - End | Date | 8 | | N |
| 5 | Approval - by | Character | 15 | | N |
| 6 | File - page | Numeric | 3 | | N |

## PERSONAL. DBF.

| S/N | FIELD NAME | FIELD TYPE | WIDTH | DEC. | INDEX |
|-----|------------|------------|-------|------|-------|
| 1 | TPNO | Numeric | 6 | 0 | N |
| 2 | Date | Date | 8 | | N |
| 3 | Pre-DSG | Character | 20 | | N |
| 4 | New-DSG | Character | 20 | | N |
| 5 | Pre-GL | Numeric | 2 | 0 | N |
| 6 | New-GL | Numeric | 2 | 0 | N |
| 7 | Pre-Dept | Character | 25 | | N |
| 8 | New-Dept | Character | 25 | | |
| 9 | Reason | Character | 20 | | |
| 10 | Date-FAPPT | Date | 8 | | |
| 11 | First- Dept | Character | 15 | | |
| 12 | Date-Confd | Date | 8 | | N |
| 13 | Gazette-No | Character | 10 | | N |
| 14 | Curr-GL | Numeric | 2 | 0 | N |
| 15 | Curr-DSG | Character | 15 | | N |
| 16 | Curr-Dept | Character | 15 | | N |
| 17 | Curr-Appt. | Date | 8 | | N |
| 18 | House-d | Character | 1 | | N |
| 19 | House-Type | Character | 15 | | N |
| 20 | Date-House | Date | 8 | | N |
| 21 | Home-ADD | Character | 25 | | N |
| 22 | State-Code | Numeric | 4 | 0 | N |
| 23 | LGA-Code | Numeric | 4 | 0 | N |

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# CHAPTER FOUR

## 4 . 1     IMPLEMENTATION:

After gaining access from the program control centre, a sub-program option or menu is selected from the main menu for a particular operation on personnel record. At the end of each operation, the user will have the option to return to the main menu for another separate operation or Quit the program to DOS prompt or DBASE IV Dot prompt.

## 4 . 2     TEST RUNNING:

The range of sub-menu program is from:

i]     Data Entry sub-program which permits data entry on any aspect of the personnel record.

ii]    Staff record enquiry program allows an enquiring into any aspect of the personnel record using the personnel file number as the access key.

iii]    The Delete record sub-program permit deletion of personnel record.

iv]    Report Generating sub-program permits printing of reports of personnel records.

v]    Edit record sub-program permits editing of personnel records.

vi]    Exit to Dot sub-program permits exit to DBASE prompt while exit to Dos sub-program permits a user to quit DBASE.

4 . 3    **DOCUMENTATION:**

A total of ten primary database files namely:

i.      Personal . dbf
ii.     Relative . dbf
iii.    Ed-Hist .  dbf
iv.     Comment . dbf
v.      Disc. dbf
vi.     Leave . dbf
vii.    Career. dbf
viii.   Retire . dbf
ix.     Users .  dbf
x.      State .   dbf

were created to implement the program.    The purpose and function of the database files have been enumerated in chapter three.

4 . 4  **PROGRAMMING TECHNIQUE**

A modular programming approach was adopted for the entire program design and coding.   The main menu program is used as a spring board in which choice of data entry operations to be performed on any aspect of personnel to be performed on any aspect of personnel file is made.    The entire program is menu driven beginning from the main menu program through the whole sub-program for valid personnel data entry operations.

Appendix one of the remaining pages contain the program and coding used in this work.

# CHAPTER FIVE

## SUMMARY, RECOMMENDATION AND CONCLUSION

### 5 . 1  SUMMARY:

It was our intention at the commencement of this project work to develop an efficient and functional database program that can be used to improve the management of personnel records in the personnel registry of the Federal Ministry of Culture and Tourism, Abuja.    This intention and reason for choice of DBASE program are contained in chapter one of this project.   To achieve this objective, a detailed systems analysis of the operations of the personnel registry was carried out.    My findings, system design and advantages of the computerized version are contained in chapter three.    The database program developed to implement the design is contained in the appendix [one].

### 5 . 2  RECOMMENDATIONS:

With the successful completion of this work, I wish to recommend that the management of Federal Ministry of Culture and Tourism:

i]      Considers the possibility of implementing and
        putting the program to use in the personnel registry;
ii]     re-organise the personnel registry by providing it with
        modern filing cabinets, kalamazoo binders and other
        office equipment that will ensure smooth function of
        an efficient computerized personnel registry services;
iii]    considers the installation of a micro-computer in the
        personnel registry;
iv]     considers training of staff of the personnel registry in
        computer studies.

### 5 . 3      CONCLUSION:

It is my hope that, the operations of the personnel registry will be transformed into an efficient and highly productive operations, if the recommendations contained in this report are faithfully implemented.

In addition, the staff of the personnel registry will become more efficient and derive pleasure in performing their duties because computerisation of registry operations will remove pains and other difficulties inherent in the existing manual system.

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# *APPENDICES*

*THIS PROGRAM WAS DESIGNED BY MISS EKAETE UMOFFIA IN PARTIAL*

*FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF A P.G.D IN COMPUTER*

*SCIENCE OF THE F.U.T. MINNA.*

*SET TALK OFF*

*SET ESCAPE OFF*

*SET SAFE ON*

*SET BORDER TO CHR (178)*

*CLEAR*

*SET STATUS OFF.*

*DO WHIL .T.*

*MUSERNAME = SPACE (10)*

*MPASSWORD = SPACE (5)*

*MOPT = SPACE (1)*

*@ 2, 18 SAY "FED. MIN. OF COMMERCE AND TOURISM ABUJA"*

*@ 3,21 SAY "COMPUTERISED STAFF RECORD SYSTEM"*

*@ 4,1 TO 4, 78 COLO BR+ \**

*@ 5, 20 TO 6, 20*

*@ 5, 60 TO 6, 60*

*@20,3 FILL TO 23, 76 COLO W/G +*

*@ 6, 27 SAY "ACCESS CONTROL CENTRE"*

*@ 7, 15 TO 16, 65 COLO W/G +*

*SET ESCA OFF*

*@ 9, 17 SAY " ENTER USER NAME:"*

*@ 9, 34 GET MUSERNAME PICT '!!!!!!!!!!' VALID REQUIRED*

*MUSERNAME <>" ERROR" PLS. READ PROMPT PROPERLY"*

```
READ
IF MUSERNAME ='' 

CLOSE ALL
CLEAR
RETURN
ENDIF
SELE 1
USE USERS
LOCATE FOR MUSERNAME = USERNAME WHIL .NOT. EOF (1)
IF. NOT. FOUND ()
@ 18, 20 SAY " ARE YOU A LEGAL USER? <Y/N>"
@ 18, 47 GET MOPT PICT '!' VALID REQUIRED MOPT $' YN 'ERROR' READ PROMPT
PROPERLY'
READ
IF MOPT = UPPER ('Y')
LOOP
ELSE
CLOSE ALL
CLEAR
RETURN
END
WAIT' '
CLEAR
ELSE
@ 11, 17 SAY "ENTER PASSWORD:"
```

```
@ 11,34 GET MPASSWORD PICT '!!!' VALID REQUIRED MPASSWORD<>'
' ERROR' PLS. BE CAREFUL !!!' COLO B, B/B
READ
IF MPASSWORD =' '
CLOSE ALL
CLEAR
RETURN
ENDIF
SELE 1
LOCATE FOR MPASSWORD = PASSWORD WHIL  .NOT. EOF (1)
IF FOUND ()
DO M _MENU
ELSE
@ 17, 20 SAY "INVALID PASSWORD ACCESS DENIED"
WAIT ' PRESS SPACE BAR'
LOOP
ENDI
ENDI
ENDD
PROCEDURE M _MENU
SET TALK OFF
SET STATUS OFF
SET BORDER TO CHR (178)
DO WHIL . T.
CLEAR
@ 2, 20 SAY "FED MIN. OF COMMERCE & TOURISM, ABUJA."
```

```
@ 3, 24 SAY " COMPUTERIZED STAFF RECORD SYSTEM"

@ 4,1 TO 4,78 COLO RB + *

@ 5,2 TO 24,2

@ 5,77 TO 24, 77

@ 5,30 SAY " MAIN _ MENU

DEFI POPUP P1 FROM 6, 20 TO 22, 60

DEFI BAR 1 OF PROMPT ' DATA ENTRY' MESSAGE 'DATA ENTRY'

SUBMENU  OPTION'

DEFI BAR 2 OF P1 PROMPT REPLICATE (CHR (196). 40) SKIP

DEFI BAR 3 OF P1 PROMPT ' DELETE RECORD ' MESSAGE' DELETING

RECORD SUBMENU OPTION'

DEFI BAR 4 OF P1 PROMPT REPLICATE 9CHR (196), 40) SKIP

DEFI BAR 5 OF P1 PROMPT 'EDIT RECORD' MESSAGE EDITING RECORD

SUBMENU OPTION'

DEFI BAR 6 OF P1 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 7 OF P1 PROMPT 'EXIT TO DOS MESSAGE 'EXIT TO DOS PROMPT'

ON SELE POPUP P DEAC POPUP

ACT1 POPUP P1

DO CASE

CASE BAR () = 1

SAVE SCRE TO MK

DO ENTRY

REST SCRE FROM MK

CASE BAR () = 3

SAVE SCRE TO MK

DO PRO _ DEL
```

```
REST SCRE FORM MK

 CASE BAR () = 5

SAVE SCRE TO MK

DO PRO _ EDIT

REST SCRE FROM MK

 CASE BAR () = 7

CLEA

QUIT

ENDCASE

ENDD

*********************** PROCEDURE DATA ENTRY**********

PROCEDURE ENTRY

SET BORDER TO CHR (176)

DO WHIL  .T.

CLEAR

@ 2, 25 SAY " WELCOME TO DATA ENTRY SUB – MENU"

@ 3, 1 TO 3, 78 COLO RB+*

@ 4,2 TO 24 ,2

@ 4,77 TO 24,77 COLO RB+

DEFINE POPUP P2 FROM 4,20 TO 22,60

DEFINE BAR 1 OF P2 PROMPT 'PERSONAL DATA' MESSAGE 'EMPLOYEE

PERSONAL DATA ENTRY'

DEFI BAR 2 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 3 OF P2 PROMPT  'NEXT OF KIN' MESSAGE ' EMPLOYEE NEXT OF KIN

RECORD'

DEFI BAR 4 OF P2 PROMPT REPLICATE ( CHR (196), 40) SKIP
```

DEFI BAR 5 OF P2 PROMPT 'EDUCATIONAL HISTORY' MESSAGE' EMPLOYEE
EDUCATIONAL BACKGROUND RECORD'

DEFI BAR 6 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 7 OF P2 PROMPT 'EMPLOYEE COMMENDATION' MESSAGE 'RECORD OF
COMMENDATION'

DEFI BAR 8 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 9 OF P2 PROMPT 'DISCIPLINARY RECORD' MESSAGE 'EMPLOYEE RECORD
OF DISCIPLINE'

DEFI BAR 10 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 11 OF P2 PROMPT 'CAREER PROGRESSION' MESSAGE' RECORD OF
EMPLOYEE CAREER PROGRESS'

DEFI BAR 12 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 13 OF P2 PROMPT 'LEAVE RECORD' MESSAGE' EMPLOYEE LEAVE RECORD
ENTRY'

DEFI BAR 14 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 15 OF P2 PROMPT 'TERMINATION RECORD MESSAGE' TERMINATION OF
SERVICE ENTRY'

DEFI BAR 16 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 17 OF P2 PROMPT 'RETURN TO MAIN MENU' MESSAGE 'EXIT TO SYSTEM
MAIN MENU'

DEFI BAR 18 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 19 OF P2 PROMPT 'EXIT TO DOT 'MESSAGE 'RETURN TO DBASE IV DOT
PROMPT'

DEFI BAR 20 OF P2 PROMPT REPLICATE (CHR (196), 40) SKIP

DEFI BAR 21 OF P2 PROMPT' QUIT TO DOS' MESSAGE 'END DBASE IV TO DOS PROMPT'

```
ON SELE POPUP P2 DEAC POPUP

ACT 1 POPUP P2

DO CASE

CASE BAR () = 1

SAVE SCRE TO MK

DO STAFF

REST SCRE FROM MK

CASE BAR () = 3

SAVE SCRE TO MK

DO NEXT KIN

REST SCRE FROM MK

CASE BAR () = 5

SAVE SCRE TO MK

DO ED _HIS

REST SCRE FROM MK

CASE BAR () = 7

SAVE SCRE TO MK

DO COMMENT

REST SCRE FROM MK

CASE BAR () = 9

SAVE SCRE TO MK

DO DISC 1

REST SCRE FROM MK

CASE BAR () = 11

SAVE SCRE TO MK

DO CAR
```

REST SCRE FROM MK

CASE BAR () = 13

SAVE SCRE TO MK

DO LEAVES

REST SCRE FROM MK

CASE BAR () = 15

SAVE SCRE TO MK

DO RTD

REST SCRE FROM MK

CASE BAR () = 17

SAVE SCRE TO MK

RETU

REST SCRE FROM MK

CASE BAR() = 19

CLEAR

CANCEL

CASE BAR () = 21

CLEA

QUIT

ENDC

ENDD

****************************** PROCEDURE  STAFF **************************************

PROCEDURE STAFF

SET TALK OFF

SET CLOCK ON

SET STATUS OFF

```
DO WHILE .T.

CLEA

MTPNO = 0

MSURNAME = SPACE (15)

MFIRSTNAME = SPACE (15)

MOTHERNAME = SPACE (15)

MSEX = SPACE (1)

MBIRTHDATE = CTOD (' /  / ')

MFAPPT _ DSG = SPACE (13)

MMODE _ FAPPT = SPACE (15)

MFAPPT _ GL = 0

MDATE _ FAPPT = CTOD ('/ /')

MFIRST _ DEPT = SPACE (14)

MDATE _ CONFD = CTOD ('/ /')

MGAZZETTE – NO = SPACE (10)

MCURR _ GL = O

MCURR _ DSG = SPACE (15)

MCURR _ DEPT = SPACE (15)

MCURR _ APPT = CTOD ('/ /')

MHOUSED = SPACE (1)

MHOUSE _ TYPE = SPACE (15)

MDAT _ HOUSED = CTOD ('/ /')

MHOME _ TYPE = SPACE (25)

MSTATE _ CODE = 0

MLGA _ CODE = 0

MOPT = SPACE (1)
```

@ 1, 15 SAY "FEDERAL MINISTRY OF COMMERCE & TOURISM, ABUJA"

@ 2, 23 SAY "EMPLOYEE PERSONAL DATA ENTRY"

@ 3,1 TO 3, 78 PANE COLOR B/W + *

@ 4,1 TO 24,1 PANE COLOR RB +

@ 24,1 TO 24, 78 PANE COLOR RB+

@ 4, 78 TO 24,78 PANE COLOR RB +

@ 4,3 SAY "FILE NUMBER :" COLO G +

@ 4, 25 SAY SURNAME:" COLO G+

@ 4, 50 SAY "FIRST NAME:" COLO G+

@ 6,3 SAY " LAST NAME:" COLO G+

@ 6,30 SAY "SEX: "COLO G +

@ 6, 40 SAY "BIRTH DATE: "COLO G +

@ 8,3 SAY "FIRST APPOINTMENT DESIGNATION: "COLO G+

@ 8, 46 SAY " APPOINTMENT MODE:" COLO G +

@ 10,3 SAY " FIRST GRADE LEVEL"COLO G +

@ 10, 30 SAY " FIRST APPOINTMENT DATE: "COLO G +

@ 12,3 SAY " FIRST DEPARTMENT:" COLO G+

@ 12, 38 SAY " DATE CONFIRMED:" COLO+

@ 13, 30 SAY " GAZETTE NO:" COLO G +

@ 14, 3 SAY " CURRENT GRADE LEVEL:" COLO G +

@ 14, 30 SAY " CURRENT DESIGNATION:" COLO G +

@ 15, 20 SAY " CURRENT DEPARTMENT:" COLO G +

@ 16, 3 SAY "CURRENT APPOINTMENT DATE:" COLO G +

@ 16, 37 SAY "HOUSED <Y/N>" COLO G +

@ 16, 52 SAY "HOUSE TYPE:" COLO G +

@ 18, 3  SAY DATE HOUSED:" COLO G +

```
@ 18, 25 SAY "PERM. HOME. ADDRESS:" COLO G +

@ 20, 3 SAY "STATE CODE:" COLO G +

@ 20, 20 SAY "STATE:" COLO G +

@ 20, 42 SAY " L.G.A. CODE:" COLO G +

@ 20, 59 SAY "L.G.A:" COLO G +

@ 4, 15 GET MT PNO PICT '999999'

READ

IF MTP NO = 0

CLOSE ALL

CLEA

EXIT

ENDIF

SELE 1

USE PERSONAL

LOCATE FOR MTPNO = TPNO

IF FOUND ()

@ 22, 15 SAY "NUMBER ALREADY EXIST  !!!"

WAIT ' PRESS SPACE BAR TO CONTINUE'

LOOP

ELSE

@ 4, 33 GET MSURNAME

READ

@ 4, 60 GET MFIRSTNAME

READ

@ 6, 12 GET MOTHERNAME

READ
```

@6, 34 GET MSEX PICT '!' VALID REQUIRED MSEX $ 'FM' ERROR' READ

PROMPTLY PROPERLY'

READ

@ 6, 50 GET MBIRTHDATE

READ

@ 8,33 GET MFAPPT _ DSG

READ

@ 8,63 GET MMODE _ FAPPT

READ

@ 10, 2 GET MFAPPT _ GL PICT '99'

READ

@ 10, 53 GET MDATE _ FAPPT

READ

@ 12, 20 GET MFIRST _ DEPT

READ

@ 12, 53 GET MDATE _ CONFD

READ

@ 13, 41 GET MGAZETTE _ NO

READ

@ 14, 23 GET CURR = GL PICT '99

READ

@ 14, 50 GET MCURR _ DSG

READ

@ 15, 35 GET MCURR _ DEPT

READ

```
@ 16, 28 GET MCURR _ APPT

READ

@ 16, 50 GET MHOUSED

READ

@ 16, 63 GET MHOUSE _ TYPE

READ

@ 18, 15 GET MDAT _ HOUSED

READ

@ 18, 44 GET MHOME _ ADD

READ

@ 20, 14 GET MSTATE _ CODE PICT '9999'

READ

@ 20, 54 GET MLGA _ CODE PICT '9999'

READ

SELE 2

USE STATE

LOCATE FOR MSTATE _ CODE = CODE WHIL . NOT. EOF (2)

IF .NOT. FOUND ()

@ 22,20 SAY 'NOT A VALID STATE CODE !!!'

WAIT'    PRESS SPACE TO CONTINUE...'

LOOP

ELSE

@ 20, 26 SAY MEAN

ENDIF

LOCATE FOR MLGA _ CODE = CODE WHILE. NOT. EOF (2)

IF. NOT. FOUND ()
```

```
@ 22,20 SAY  'NOT A VALID LGA CODE'

WAIT'   PRESS SPACEBAR TO CONTINUE...'

LOOP

 ELSE

@ 20, 65 SAY MEAN

ENDI

LOCATE FOR MLGA _ CODE = CODE WHILE. NOT. EOF (2)

IF. NOT. FOUND ()

@ 22, 20  SAY 'NOT A VALID LGA CODE

WAIT'   PRESS SPACE TO CONTINUE...'

LOOP

ELSE

@ 20, 65 SAY MEAN

ENDI

SELE 1

APPEND BLANK

REPLACE TPNO WITH MTPNO,  SURNAME WITH MUSERNAME, FIRSTNAME WITH
MFIRSTNAME

REPLACE OTHERNAME WITH MOTHERTNAME, SEX WITH MSEX, WITH MBIRTHDATE

REPLACE FAPPT _ DSG WITH MFAPPT_DSG,  MODE _ FAPPT WITH MMODE _ FAPPT,
FAPPT _ GL  WITH  MFAPPT _ GL

REPLACE DATE _ FAPPT WITH MDATE _ FAPPT, FIRST _ DEPT WITH MFIRST _ DEPT
DATE _ CONFD WITH MDATE _ CONFD

REPLACE GAZETTE _ NO WITH MGAZETTE _ NO, CURR _ GL  WITH MCURR _ GL
CURR _ DSG  WITH MCURR _ DSG

REPLACE CURR _ DEPT WITH MCURR _ DEPT, CURR _ APPT WITH MCURR _ APPT,
```

33

HOUSE WITH MHOUSED

REPLACE HOUSE _ TYPE WITH MHOUSE _ TYPE, DAT _ HOUSE WITH MDAT_HOUSED,

HOME _ ADD WITH MHOME _ ADD

REPLACE STATE _ CODE WITH MSTATE _ CODE, LGA _ CODE WITH MLGA _ CODE

@ 22, 20 SAY' ANY MORE ENTRY? <Y/N>'

@ 22, 41 GET MOPT PICT '!' VALID REQUIRED MOPT $ ' YN' ERROR' ONLY

YES OR NO IS VALID'

READ

IF MOPT = UPPER ('Y')

LOOP

ELSE

CLOSE ALL

CLEAR

EXIT

ENDI

ENDI

ENDD.

***************************PROCEDURE NEXT KIN*************************************

PROCEDURE  NEXT KIN

SET TALK OFF

SET STATUS OFF

DO WHIL .T.

CLEA

MTPNO = 0

MSURNAME = SPACE (15)

MFIRSTNAME = SPACE (15)

```
MOTHERNAME = SPACE (15)

MADDRESS = SPACE (15)

MBIRTHDATE = CTOD ('/ /')

MOPT = SPACE (1)

@ 2, 20 SAY " EMPLOYEE NEXT OF KIN RECORD"

@ 3, 1 TO 3, 78 PANE COLO RB+ *

@ 4, 10 TO 20, 65 DOUB COLO BR+

@ 6, 15 SAY " EMPLOYEE'S FILE NUMBER:"

@ 8, 15 SAY "RELATIVE'S SURNAME:"

@ 10, 15 SAY "RELATIVE'S FIRST NAME:"

@ 12, 15 SAY " RELATIVE'S OTHER NAME:"

@ 14, 15 SAY " ADDRESS OF RELATIVE:"

@ 16, 15 SAY TYPE OF RELATIONSHIP:"

@ 18, 15 SAY " BIRTHDATE OF RELATIVE:"

@ 6, 37 GET MTPNO PICT ' 999999'

READ

IF MTPNO =0

CLOSE ALL

CLEA

EXIT

ENDI

SELE 1

USE RELATIVE

LOCATE FOR MTPNO = TPNO WHIL. .NOT. EOF (1)

IF FOUND ()
```

```
@ 22, 20 SAY " DUPLICATE FILE NUMBER IS NOT ALLOWED !!!" COLOR+ *

WAIT' PRESS SPACEBAR......'

LOOP

ELSE

@ 8, 33 GET MSURNAME

READ

@ 10, 34 GET MFIRSTNAME

READ

@ 10, 35 GET MOTHERNAME

READ

@ 14, 36 GET MADDRESS

READ

@ 16, 37 GET MRELATIONSHIP

READ

@ 18, 37 GET  MBIRTHDATE

READ

APPEND BLANK

REPLACE TPNO WITH MTPNO, SURNAME WITH MSURNAME,FIRSTNAME WITH

MFIRSTNAME

REPLACE OTHERNAME WITH MOTHERNAME, ADDRESS WITH MADDRESS,

RELATIONSHIP WITH MRELATIONSHIP

REPLACE BIRTHDATE WITH MBIRTHDATE

@ 22, 20 SAY " MORE ENTRY <Y/N>"

@ 22, 37 GET MOPT PICT '!'

READ
```

```
IF MOPT = UPPER ('Y')

LOOP

ELSE

CLOSE ALL

CLEA

EXIT

ENDI

ENDI

ENDD
```

*************************PROCEDURE EDUCATIONAL HISTORY*************************

```
PROCEDURE ED _ HIS

SET TALK OFF

SET STATUS OFF

DO WHIL .T.

CLEA

MTPNO = 0

MSCH _ ATTD = SPACE (30)

MDATE _ BEGIN = CTOD (?//?)

MDATE _ END = CTOD (?//?)

MAMT _ PAID = 0.00

MSPONSOR = SPACE (25)

MAPPROVE _ BY = SPACE (20)

MFILE _ PAGE = 0

MOPT = SPACE (1)

@ 2, 20 SAY " EMPLOYEE  EDUCATION HISTORY RECORD

@ 3, 1 TO 3, 78 PANE COLO RB + *
```

```
@ 4, 10 TO 21, 70 DOUB COLO BR+
@ 6, 15 SAY " EMPLOYEE'S FILE NUMBER:"
@ 8, 15 SAY " LAST SCHOOL ATTENDED:"
@ 10, 15 SAY "DATE STARTED SCHOOL:"
@ 12, 15 SAY "DATE COMPLETED SCHOOL:"
@ 14, 15 SAY "AMOUNT PAID FOR SCHOOL:"
@ 16, 15 SAY " NAME OF SPONSOR:"
@ 18, 15 SAY " SPONSORSHIP APPROVED BY:"
@ 20, 15 SAY " APPROVAL FILE PAGE:"
@ 6, 37 GET MTPNO PICT '999999'
READ
IF MTPNO = 0
CLOSE ALL
CLEAR
EXIT
ENDI
@ 8, 37 GET MSCH _ ATTD
READ
@ 10, 36 GET MDATE _ BEGIN
READ
@ 12, 38 GET MDATE _ END
READ
@ 14, 38 GET MAMT _ PAID PICT '99999.99'
READ
@ 16, 32 GET  MSPONSOR
READ
```

```
@ 18, 39 GET MAPPROVE _ BY

READ

@ 20, 35 GET MFILE _ PAGE PICT '999'

READ

SELE 1

USE ED _ HIST

APPEND BLANK

REPLACE TNPNO WITH MTPNO, SCH ATTD WITH MSCH _ ATTD, DATE

BEGIN WITH MDATE _ BEGIN

REPLACE DATE END WITH MDATE END, AMT _ PAID WITH MAMT _ PAID

SPONSO WITH MSPONSOR

REPLACE APPROVE _ BY WITH MAPPROVE _ BY, FILE _ PAGE WITH

MFILE _ PAGE

@ 23, 20 SAY " MORE ENTRY <Y/N> "

@ 23, 37 GET MOPT PICT '!'

 READ

IF MOPT = UPPER ('Y')

LOOP

ELSE

CLOSE ALL

CLEA

EXIT

ENDI

ENDD

*****************************PROCEDURE LEAVES*************

PROCUDURE LEAVES
```

```
SET TALK OFF
SET COLO OF MESSGE TO G+
SET STATUS OFF
DO WHIL .T.
CLEA
MTPNO = 0
MTYPE = SPACE (10)
NJOE = 101
MYEAR = 0
MDATE _ BEGIN = CTOD ('//')
MDATE _ END = CTOD ('//')
MAPROVE _ BY = SPACE (15)
MFILE _ PAGE =0
MOPT = SPACE (1)
@ 2,25 SAY 'EMPLOYEE LEAVE RECORD"
@ 2, 1 TO 3,78PANE COLO RB + *
@ 4,10 TO 20,70 DOUB COLO BR+
@ 6,15 SAY " EMPLOYEE'S FILE NUMBER:"
@ 8,15 SAY " ENTER LEAVE TYPE;"
@ 10,15 SAY " DATE LEAVE COMMENCED:"
@ 12, 15 SAY " DATE LEAVE EXPIRED:"
@ 14, 15 SAY " LEAVE APPROVED BY:"
@ 16, 15 SAY " STATE FILE PAGE:"
@ 6, 37 GET MTPNO PICT '999999'
READ
```

```
IF MTPNO =0
CLOSE ALL
CLEA
EXIT
ENDI
@ 8, 35 GET MTYPE
READ
@ 10, 36 GET MDATE _BEGIN
READ
@12,35 GET MDATE _ END
READ
@14, 35 GET MAPPROVE – BY
READ
@ 16, 35 GET MFILE _ PAGE PICT '999'
READ
SELE I
USE LEAVE
APPEND BLANK
REPLACE TPNO WITH MTPNO, TYPE WITH MTYPE, DATE BEGIN WITH
MDATE _ BEGIN
REPLAE DATE _ END WITH MDATE _ AND, APPROVE _ BY WITH MAPROVE _ BY
FILE _ PAGE WITH M FILE _ PAGE
@22,15 SAY "ANY MORE LEAVE RECORD <Y/N>"
@ 22, 43 GET MOPT PICT '!'
READ
```

```
IF MOPT = UPPER ('Y')

LOOP

ELSE

CLOSE ALL

CLEA

EXIT

ENDI

ENDD

********************** PROCUDURE COMMENT**********************

PROCEDURE COMMENT

SET TALK OFF

DO WHILE .T.

CLEA

MTPNO = 0

MDATE = CTOD ('//')

MAWARD = SPACE (20)

MCOMMENT = SPACE (30)

MBY _ WHOM = SPACE (20)

MFILE _ PAGE = 0

MOPT = SPACE (1)

@ 2,15 SAY "EMPLOYEE RECORD OF CENSURES AND RECOMMANDATIONS"

@ 3,1 TO 3,78 PONE COLO RB+ *

@ 4,10 TO 18,65 DOUB BR+

@6,15 SAY " EMPLOYEE FILE NUMBER:"

@ 8,15 SAY " DATE OF COMMENDATION:"

@ 10,15 SAY " STATE AWARD:"
```

```
@ 12,15 SAY " STATE COMMENT:"

@ 14, 15 SAY " COMMENT GIVEN BY:"

@ 16,15 SAY " STATE FILE PAGE:"

@ 6,37 GET MTPNO PICT '999999'

READ

IF MTPNO = 0

CLOSE ALL

CLEA

EXIT

ENDI

@8, 37 GET MDATE

READ

@ 10,28 GET MAWARD

READ

12,30 GET MCOMMENT

READ

@ 14,33 GET MBY _ WHOM

READ

@ 16,32 GET M FILE _ PAGE

READ

SELE 1

USE COMMENT

APPEND BLANK

REPLACE TPNO WITH MTPNO, DATE WITH MDATE, AWARD WITH MAWARD,

COMMENT WITH M COMMENT
```

```
REPLACE BY_WHOM WITH MBY_WHOM, FIL_PAGE WITH MFILE_PAGE

@ 20,20 SAY " ANY MORE RECORD <Y/N>?"

@ 20,43 GET MOPT PICT ('!')

READ

IF MOPT = UPPER ('Y')

LOOP

ELSE

CLOSE ALL

CLEA

EXIT

ENDI

ENDD

*************************** DISCIPLINE *************************************

PROCEDURE DISCI

SET TALK OFF

SET STATUS OFF

DO WHIL .T.

CLEA

MTPNO = 0

MDATE = CTOD (?//?)

M OFFENCE = SPACE (25)

M COMMENT = SPACE (25)

MBY _ WHOM = SPACE (20)

MFILE _ PAGE = 0

MOPT = SPACE (1)

@ 2, 15 SAY " EMPLOYEE'S RECORD OF DISCIPLINARY ACTIONS"
```

```
@ 3,1 TO 3,78 PANE COLO BR+  *

@4,10 TO 18,65DOUB COLO BR+

@ 6,15 SAY " EMPLOYEE'S FILE NUMBER:"

@ 8,15 SAY " DATE DISCIPLINED:"

@ 10,15 SAY " STATE OFFENCE:"

@ 12,15 SAY " STATE COMMENT:"

@ 14,15 SAY " COMMENT GIVEN BY:"

@ 16,15 SAY " COMMENT FILE PAGE:"

@ 6,37 GET MTPNO PICT '999999'

READ

IF MTPNO = 0

CLOSE ALL

CLEA

EXIT ENDI

@ 8,33 GET MDATE

READ

@ 10,30 GET M OFFENCE

READ

@ 12,30 GET M COMMENT

READ

@ 14,33 GET MBY _ WHOM

READ

@ 16,34 GET M FILE _ PAGE PICT '999'

SELE 1

USE DISC

APPEND BLANK
```

```
REPLACE TPNO WITH MTPNO, DATE WITH MDATE, OFFENCE
WITH M OFFENCE
REPLACE COMMENT WITH MCOMMENT, BY _ WHOM WITH MBY_WHOM
FILE_PAGE WITH M FILE PAGE
@ 20,15 SAY "ANY MORE DISCIPLINARY RECORD ?<Y/N>"
@ 20,51 GET MOPT PICT '!'
READ
IF MOPT = UPPER ('Y')
LOOP
ELSE
CLOSE ALL
CLEA
EXIT
ENDI
ENDD
** ***************************CAREER PROGRSSION **************************
PROCEDURE CAR
SET TALK OFF
SET STATUS OFF
DO WHILE .T.
CLEA
MTPNO = 0
MDATE = CTOD (' / /')
MPRE _ DSG = SPACE (20)
MNEW _ DSG = SPACE (20)
MPRE _GL = 0
```

```
MNEW _ GL = 0

MPRE _DEPT = SPACE (25)

MNEW _ DEPT = SPACE (25)

MREASON = SPACE (20)

MOPT SPACE (1)

@ 2, 15 SAY " EMPLOYEE CAREER RECORD ENTRY"

@ 3, 1 TO 3, 78 PANE COLO RB+ *

@ 4, 10 TO 22, 65 DOUB COLO BR+

@ 6, 15 SAY " EMPLOYEE FILE NUMBER"

@ 8, 15 SAY " DATE RECORDED:"

@ 10, 15 SAY " PREVIOUS DESIGNATION:"

@ 12, 15 SAY "NEW DESIGNATION:"

@ 14, 45 SAY "PREVIOUS GRADE LEVEL:"

@ 14, 43 SAY "NEW GRADE LEVEL:"

@ 16, 15 SAY "PREVIOUS DEPARTMENT:"

@ 18, 15 SAY"NEW DEPARTMENT:"

@ 20, 15 SAY "REASON OF CHARGES:"

@ 6, 37 GET MTPNO PICT ' 999999'

READ

IF MTPNO = 0

CLOSE ALL

CLEA

EXIT

ENDI

@ 8,30 GET MDATE

READ
```

```
@ 10, 37 GET MPRE _DSG

READ

@ 12, 32 GET MNEW _ DSG

READ

@ 14, 37 GET MPRE _GL PICT '99'

READ

@ 14, 59  GET  MNEW_GL   PICT '99'

READ

@ 16, 36  GET MPRE_DEPT

READ

@ 18, 31  GET  MNEW_DEPT

READ

@ 20, 33  GET  MREASON

READ

SELE 1

USE CAREER

APPEND BLANK

REPLACE TPNO WITH MTPNO, DATE WITH MDATE, PRE _ DSG

WITH MPRE _ DSG, NEW _ DSG WITH MNEW _ DSG

REPLACE PRE _ GL WITH MPRE _ GL, NEW _ GL WITH MNEW _ GL,

PRE _ DEPT WITH MPRE _ DEPT

REPLACE NEW _ DEPT WITH MNEW _ DEPT, REASON WITH MREASON

@ 22, 20 SAY " MORE ENTRIES ? (Y/N)"

@ 22, 37 GET MOPT PICT '!'

READ
```

```
IF MOPT = UPPER ('Y')

LOOP

ELSE

CLOSE ALL

CLEA

EXIT

ENDI

ENDD
```

*********************** THE RETIREMENT PROCEDURE***********************

```
PROCEDURE RTD

SET TALK OFF

DO WHIL .T.

CLEA

MTPNO = 0

MDATE _ RTD = CTOD ('/ /')

MGRATUITY = 0. 00

MPENSION = 0.00

MMODE = SPACE (15)

MYRS _SERVED = 0

MOPT = SPACE (1)

@ 2, 20 SAY " EMPLOYEE TERMINATION OF SERVICE RECORD"

@ 3, 1 TO 3, 78 PANE COLO RB+ *

@ 4, 10 TO 18, 65 DOUB COLO BR+

@ 6, 15 SAY "EMPLOYEE FILE NUMBER:"

@ 8, 15 SAY "TERMINATION DATE:"

@ 10, 15 SAY " GRATUITY PAID :"
```

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```
@ 12, 15 SAY " PENSION PAID :"

@ 14, 15 SAY "MODE OF TERMINATION:"

@ 16,15 SAY "NUMBER OF YEARS SERVED:"

@ 6, 37 GET MTPNO PICT '999999'

READ

IF MTPNO = 0

 CLOSE ALL

CLEA

 IT

NDI

@ 8, 29 GET MDATE _ RTD

READ

@ 10, 30 GET MGRATUITY PICT '999999.99'

READ

@ 12, 29 GET MPENSION PICT '999999.99'

READ

@ 14, 35 GET MMODE

READ

@ 16, 39 GET MYRS _ SERVED PICT '99'

READ

SELE 1

USE RETIRE

APPEND BLANK

REPLACE TPNO WITH MTPNO, DATE_ RTD WITH MDATE – RTD

GRATUITY WITH MGRATUITY

REPLACE PENSION WITH MPENSION, MODE WITH MMODE, YRS _ SERVED
```

```
WITH MYRS _ SERVED
@ 20, 20 SAY " ANY MORE ENTRY? (Y/N) "
@ 20, 41 GET MOPT PICT "!"
READ
IF MOPT = UPPER ('Y')
LOOP
ELSE
CLOSE ALL
LEAR
XIT
ENDI
ENDD
```
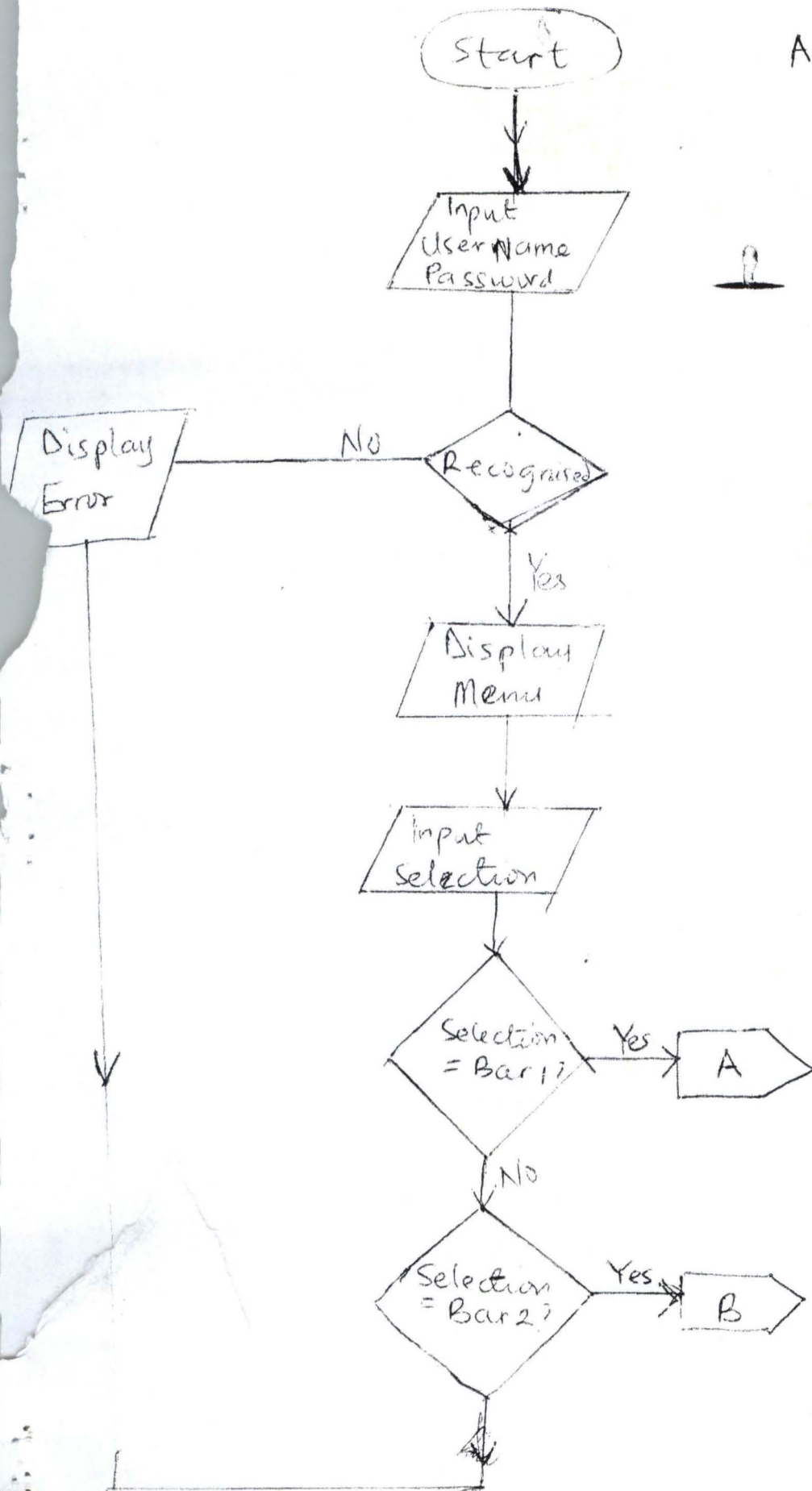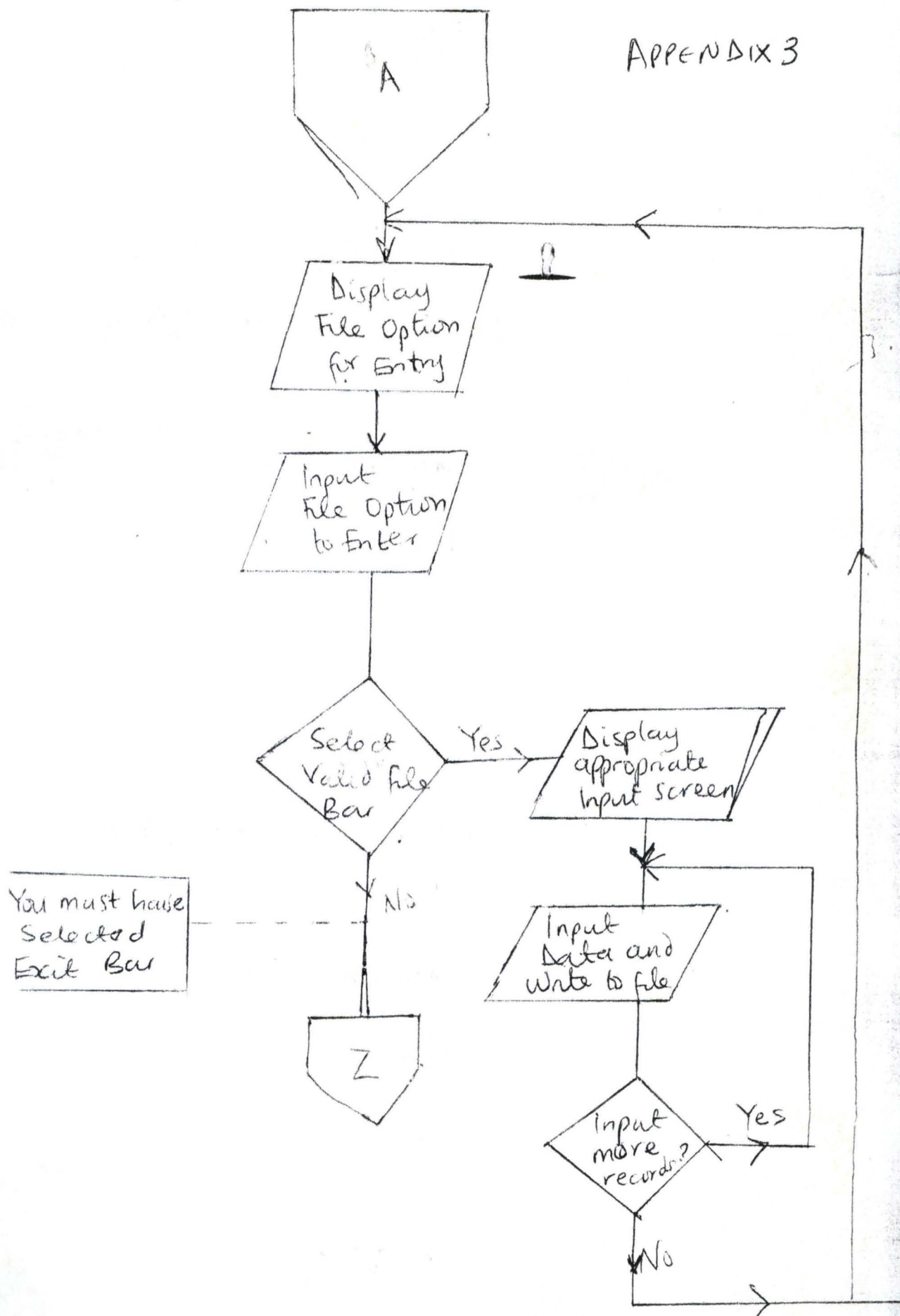
APPENDIX 2



Start

Input
User Name
Password

Recognised — No → Display Error

Yes

Display Menu

Input Selection

Selection = Bar1? — Yes → A

No

Selection = Bar2? — Yes → B

APPENDIX 3

B

APPENDIX 4

Display File Options to Delete

Input File Option to Delete

Select a valid File Box

Yes

Input Record key to delete

No

Z

Seek Record Key

Found?

No

Display Error

Yes

Delete Record