TITLE PAGE

EFFECT OF COMPUTER IN TRADE FAIR ORGANISATION AND MANAGEMENT IN NIGERIA.

(A CASE STUDY OF NIGER CHAMBER OF COMMERCE AND INDUSTRY, MINNA)

BY

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CERTIFICATION.

This is to certify that this research was carried out by **ADAMU SALIHU D.** of the Department of Mathematics and Computer Science of Federal University of Technology, Minna. It has satisfied the requirements for the Award of Post-Graduate Diploma in Computer Science.

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DEDICATION.

Dedicated to my beloved wife Mallama Rekiya Adamu.

Adamu Salihu D.

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ABSTRACT

Trade Fair is one single function of the chamber movement that brings so much income and activities to chambers all over the world. It become imperative therefore why its organisation and management has to painstakingly computerised.

Computerisation of Nigerian Trade Fairs activities was started by Lagos, Kaduna and Enugu because they are organising INTERNATIONAL TRADE FAIRS others like Kano, Onitsha, Kogi, Kebbi and Niger later introduced the use of computer to their Trade Fair activities.

It is quite rewarding to note that this study found out from both the organisers/managers in one hand and participants/shoppers on the other hand are quite happy with the use of computer most especially in the allocation of spaces/shops, which hitherto was a chaotic situation.

This study found out one frustrating remarks in 1999 from some respondents who were asking of the effects of the Millennium Bug on the use of computer in space allocation since they had the misconception that the system would collapsed by the entry date into the new Millennium. It took time to explain to those who cared to listen, yet they however accepted the explanations sluggishly. Thank God, there were no major crises on the entry date of the new Millennium, if this had happened, it would have destroyed all the gains of computer application worldwide.

This study discovered that some users and would be users have the fears about computer fraud, they argued that despite all good things about computer, they are aware that it is vulnerable to a lot of criminalities. It is important therefore for various organisations such as Institutions of Higher Learning to organise seminars and workshops on how to curb computer fraud, this will allay the fears of some people wishing to buy computer. However, this study gave some recommendation on how these criminal tendencies can be reduced.

Finally, despite the "noise" about the computer millennium bug and the Fears about computer frauds and others minor complains, it is now certain that computer has come to stay.

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CHAPTER ONE.

1.0 INTRODUCTION:

"The formation of Chamber of Commerce and Industry in Nigeria dated back to 1888 when the Famous Lagos Chamber of Commerce was founded" (1). Niger Chamber of Commerce, which is our case study, was founded in 1976 shortly after the creation of the state. The Chamber movement (as fondly called) is refered to as Organised Private Sector (OPS) of the nations economy and it has since grown to accommodate some other Associations as member, viz.:.

1. "The Nigerian Association of Chamber of Commerce, Industry, Mines and Agriculture (NACCIMA) with it members in all most all states and/or major cities of Nigeria.

2. The Manufactures Association of Nigeria (MAN) with branch in some states of the Federation.

3. Nigeria Employers Consultative Association (NECA).

4. Nigeria Association of Small Scale Industrialists (NASSI) with her branches in most states of Nigeria.

5. The Nigeria Association of Women in Business (NAWIB).

6. The Business Improvement Group (B. I. G).

7. Other Trades and Professional Associations.

One feature is common to these Associations and they are Non-profit, oriented, non-political, non-religious, Voluntary and non-discriminatory organisations. The Association is funded by members, but its activities benefit both members and non-members.

The Organised Private Sector generally render the following typical services viz.:

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(1) Akinrombi S. O. (1991) – The Chamber of Commerce & Industry. Page 10.

(i). Collecting and disseminating information to member for business decision making.

(ii). Identification of obstacles to the establishment of profitable operation of commercial, Industrial and other enterprises, especially those arising from government policies which are not Business friendly.

(iii). Monitoring and performance of the economy and make representation to Government
and its agencies with regard to effect of various economic measures.

(iv). Organising Trade Fair, Industrial Exhibition, Agricultural Shows, Seminars and
Workshops on various aspects of business, management and contemporary issues of the economy.

(v). It particularly facilitates the flow of private business between nations." (1)

In view of the fore-going, the chamber movement requires the use of computer for effective organised and management of its Trade Fair activities most especially as allocation of space to participant as done on rows and column basis which often created problem of effective allocation of space to teeming exhibitors.

With use of computer, the problem would be solve once and for all and of course with the use of computer more participants mostly from Foreign countries and Multi-National Corporation would be encouraged to participate in our Local Fair.

1.1 **STATEMENT OF THE PROBLEM:** Trade Fair Organisation and Management in Nigeria is still at its infancy when compared with high industrialised countries of the world. Chamber movement is still at its growth stage and depends mostly on Government sponsorship, Advertisements, and Donations for its preparatory arrangement hence computer applications to it operations is limited to some few privilege

(1) Akinrombi S. O. (1991) – The Chamber of Commerce & Industry. Pages 11 – 13.

chambers. For instance today, only few chamber of commerce such as Lagos, Kaduna, Kano, Enugu and Niger can possibly boost of computers in the fleet of their office equipment hence the research works are always restricted to these few.

A major problem facing most chambers that either by omission or commission acquired computer for it uses, lacked of trained personnel to mand the computer, for instance, Kogi and Kebbi Chambers of Commerce have computers, either there are no qualified staff to operate or they have not got the money to pay qualified staff.

Most chambers organise Trade Fairs once in Five Years, therefore they often use the computer for other office uses than Trade Fair activities which this study centred.

Finally, unfavourable climate in some cities such as Maiduguri, Yola, Sokoto etc affects the operational capabilities of computer especially where there are no supporting facilities such as Air conditioners, generating sets etc. to facilitate easy performance of this machine.

1.2 **AIMS AND OBJECTIVE:** The aims and objectives of the study are to appraise the use of computer in organising and managing Trade Fair in the face of computer globalisation that is the vogue at the moment. If computer application is used it would assist for easy decision making process. Nigerians are participants of Trade Fairs and exhibitions in other advanced countries of the world, it therefore imperative on us at local level to improve on our organisation of Trade Fairs so that it can attract Foreign participations and investors.

An attempt is also made to Judge the potent and effectiveness of the use of computer as oppose the previous means of doing things with manual device and to show how time will be saved, human energy conserved and more profit made when Fairs are staged.

This research is aimed at identifying and evaluate the effects of computer in Trade Fair Management in Niger Chamber of Commerce Minna since the usage is still at preliminary stage of experimentation.

Finally, if this research is acceptable by the organisation in this case, this would open up other chambers to adopt the usage of computer thereby credit would then be given to this work.

1.3 **SCOPE AND LIMITATION OF STUDY:** The scope of the study is wide indeed and this research is to enable the management of Fairs take proper and appropriate decisions. The analysis of the studies is restricted to one organisation only since facts and figures will be available for an extensive work on the subject.

Any research work of this nature depends on the cooperation of respondents, however collection of relevant data was a little bit difficult because of the experimental nature of the organisations use of computer in Trade Fair activities, it appeared as if all respondents were still learning on this pioneering efforts.

Other limitations of the research include:

(i) **SOCIAL AND POLITICAL CONDITION:** Some items of information, which are not normally available for appraisal for the purpose of this analysis, include social and political conditions. This invariably affects the preparation, organisation and management of Trade Fairs within any specified scheduled time.

(ii) **ABSENCE OF INTER-INDUSTRY COMPARISON:** To know the position of an Industry or firm a ratio may have to be interpreted on the basis of Inter-Industry comparison. This comparison therefore measures efficiency of the previous method(s) and to help management take some remedial measures.

However, a good inter-firm comparison is possible only if the other organisers of Fairs have similar computer with same capacity, size, age, operating in same environment and catering for similar market segment. But such similarities are very rare.

1.4 **DEFINATION OF TERMS**:

1. **"COMPUTER:** Electronic machine with capability to accept inputs, process the to generated output." (1)

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(1) Kola A. 1998 – Data Base Management System. (Centre note)

2. **OPS:** Organised private sector – Association of men-women in Business or commerce.

3. **DATA:** Collection of raw information.

4. **INFORMATION**: Processed data.

5. **HARD WARE:** Physical components of the computer.

6. **HUMAN WARE**: The Group of individuals that put computer to use.

7. **SOFTWARE:** The programme being used to control the activities and operations of the computer.

8. **MACHINE LANGUAGE:** First generation computer language.

9. **ASSEMBLY LANGUAGE:** Computer language that uses mnemonic and symbols.

10. **HIGH LEVEL LANGUAGE:** Computer language that uses Natural Languages.

11. **CPU (Central Processing Unit):** Controls the activities of Computer.

12. **ALU (Arithmetic Logical Unit):** Performs all computation and logic operations (Comparison) using binary numbers.

13. **BACK UPS:** This is the use of secondary/alternative storage devices.

14. **BOOT:** Computer language of **starting** computer.

CHAPTER TWO.

2.0 **LITERATURE REVIEW:** "Is not stunning how quickly the computer industry has advanced? Only a few years ago, the concept of computer was introduced into our economy, used by highly placed in society and of course those companies that were doing exceptionally well, but with the growth of this industry, it is quite interesting past for most household to acquire one for family use. Besides, as more manufacturers of computers begin to incorporate wireless data access, the market is poised for continued growth, which invariably mean that within the first decade of this millennium most/nearly all household would be a proud owners of portable private computer like owning a tape recorder." (1)

Computer education has taken more prominence in more Advanced countries over the years. African in general and Nigeria in particular have been sitting on the fence and sadly, we are now receiving the residual/fall outs of the industry, for instance in "African Business and Technology Review" magazines, January 2000 edition, "it was stated in one of the projects presented at the annual conference on Business opportunities in Africa, that the goal of Africa Computerisation is to incite donations of both out-dated computers and peripheral from European countries and transport to African countries to equip as many school as possible with computers and internet access." (2)

In view of fore-going there are divergent opinions about this project, while some see it as a welcome development for African children to get themselves to new information technology, other see it differently, arguing that African countries are being used as a dumping ground for unwanted "JUNKS" from Advanced countries. However, most literature accepted the former argument stating that it is better to start with something than nothing, this argument was based on realism rather than wishful thinking.

With current generation of computer which has led to advance of Artificial Intelligence (AI) and Expert system which largely mean that computer can now exhibit behaviours like an intelligent person, the aim

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(1) African Review of Business & Technology Dec. 1999/Jan. 2000 Edition. Page 19.
(2) IBID. page 20.

is to speak to computer and obtain solution through voice and of course the computer making judgements and decisions like an expert in a particular field of application it became imperative therefore that the chamber of commerce has no option but to inculcate the culture of computerisation of its Trade Fairs activities.

According to information leaflet from united Arab emirate, the Dubai International Trade Fair was one of the best organised Fairs in the World, it is made so easy that any participant could make his/her booking in his/her country of origin through E-mail and/or Internet without physically going to Dubai. Fortunately, Nigerian are key participants in this all important world market.

2.1 **MANAGEMENT INFORMATION SYSTEM (MIS):** Recently, managers have recognised that the possibilities for computer use extend beyond normal reporting information to support decision making. This application therefore is known as a management information system.

Most management information system is supported by fairly large computer system. This vast processing capacity is wasted when employees are poorly trained. An MIS is useful to all levels of management if the Executors can use the information provided to formulate corporate strategies, besides, middle management can use MIS generated information to develop administrative plans and establish operational policies.

The system must be capable of evaluating its performance, it also needs low level managers to analyst its effectiveness. Ideally an MIS is designed to make the total organisation interact more effectively, to reduce waste, increase corporate goals and improve the flow of information through the organisation.

No matter what types of operations an organisation performs, its management information system must provide:

a. Report that provide information that is accurate, timely, concise and relevant.

b. Room for expansion and growth, that is it must be flexible enough to handle the organisation's changing needs.

c. Results that is user's need – that is a MIS cannot be successful it is does not meet users requirements.

2.2 **Y2K BOMB (THE MILLENNIUM BUG):** This was most celebrated word in the history of 1999. According to comments from Voice of America (VOA) this word was amongst the few words in the world that general opinion pool would like to remove from Dictionary because of its extensive usage and abuse.

"Millennium Bug therefore is the name given to what happens when computers and electronic systems cannot recognise the year 2000 and read the date as 1900 or another date instead." (1)

"Given the history of these dreaded words, it goes that in the early days of computers, memory capacity needed to run the computer was limited and expensive. Computer progremmers saved precious memory by representing years dates with only two digits. The year 1963 was 63, 1985 was 85, and 1999 was 99 and so on. Programmers assumed their shortcuts would be replaced long before the millennium, yet some programmes are still used event today. But not all computers and electronics systems will recognise the two-digit 00 date as being the year 2000." (2)

There were many stories about what would happen when the date changed to the year 2000. A few of them were true, some wild speculation and others absurd.

The fact that the issue was blown out of proportion did not make it less important. The unprecedented attention it attracted created awareness on the minds of users and would be users.

Most of the fears were fiction rather than being the truth, for instance there were fears that:

1. One should withdraw lots of cash before millennium because cash machines would stop working.

2. One should not fly over the millennium because the Millennium Bug will cause planes to fall out of the sky etc.

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(1) Action 2000 (1999) – The Millennium Bug-Facts not Fiction. Page 1.
(2) IBID.

However, the fears were allayed when most of these misconceptions never took place as anticipated. An average computer illiterate man had expected the world to come to an end with new millennium because of the unprecendant "noise" about the Computer Bug.

2.3 **THE NEED FOR THE USE OF COMPUTER:** Computer has assumed a prominent place in the minds of everybody. Whatever one does in all human endeavours these days's computer or its improvisions exists in its application.

Computer is used in our domestic appliances such as Television, Refrigeration, Washing machines, Video recorders etc; Besides, most homes are proud owners of personal computers, it can therefore be used for games, graphics, word processing, spread sheets etc and most often than not, it is used for Business either you own or employees.

"In cash management, computer has a assume a prominent place of pride because most Banks, Insurance Firms, Pension Houses, Mortgage Houses, Stock and Shares Firms, tax Offices and others cannot operate effectively without the use of computer.

All the same we will not forget the activities of the shops and service stations as well as various factories that are automated with Robots. Thanks to Advent of computer which had made their operations much easier that had imagined.

Health Facilities has enjoyed tremendous computer application. Research and Development in medical field is made easy and diagnoses of illness are improved. By and large manufacturing of different drugs is quite simplified by the use of computer." (1)

The world is a better place than we came to meet it and it is ever increasingly being improved daily with the introduction of computer. With the artificial intelligence being introduced the world will soon witness another computer magic.

In addition to above enumerated points for the need for the use of computer, we also have the following reasons why computer is such a value to mankind:

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(1) Action 2000 (1999) – The Millennium Bug-Facts and not Fiction. Pages 6 – 8.

SPEED: Computer has the speed of electricity which is conservatively of the speed of light put at 1.000,000,000 meters per second, this of course capable of responding to every one simultaneously; timely and efficiently. It is the speed that enables computer performs many thousands and/or millions of calculations per second. Such speed is beyond the comprehension of the human brain.

STORAGE AND RETRIEVAL OF INFORMATION: Computer stores a lot of information on magnetic media such as magnetic tape and magnetic disk. It is note worthy that information held on such media can be reached/accessed within a few seconds.

CONSISTENCY: Computer does not become bored, tired of lots of concentration when performing highly repetitive operation. Computer has the capacity to compute million of numbers with equal diligence, this is something we cannot attribute to human being.

ACCURACY: For as long as the program and the data are correct, there is no reason for a computer to produce erroneous results, it therefore indicates that mistakes in computer operation are attributed to human element involved because as popularly put-garbage – in garbage – out

2.4 **PROBLEDS AGAINST EFFECTIVE COMPUTER APPLICATION:** Computer despite all the better side of it application there are some constraints that need to be mentioned.

1. **VIRUSES:** Computer has been associated with lots of viruses either natural or man made, this has been causing a lot of concern to the manufacturers, users and non-users of computer because one is not certain of possible causes of some of these viruses. Different approaches made to eradicate these viruses have not been 100 per cent successful.

2. **MANPOWER:** It is one thing to acquire the latest computer gadgets and another thing to get the right Human Ware to mand the gadgets. Such Human Ware includes System Analyst, System Designer, The Programmer, The System Engineer, The Computer Operators etc.

3. **ELECTRICITY POWER:** "Many businesses rely on computer system to carry out vital tasks, but what happen if powers fails?. A high-performance computer system needs high-octane power to keep it at optimum capacity with less-than-perfect power, it will suffer. In most economics, power outage is always a problem and where available it surges. Problems associated with power includes wrong connection, surge, spikes, brownouts, low voltage, flooding, Thunder/lightening etc; there are some power protection devices and other uninterruptible power system (UPS). These devices offer regulation over a certain bandwidth of voltage fluctuating and are often meant to safe operation(s) going at the time of interruption." (1)

4. **COMPUTER FRAUD:** "Many computers – related crimes are not new, they are the same old crimes executed more quickly, more profitably and more anonymously. The major avenue for this crime is the manipulation of input data, viz-a-viz.

   - Ghost Employees on the payroll.
   - Writing off money due to the Business.
   - Passing of payment for invoices for non-existent suppliers
   - Falsification of stock records to cover stock thefts and pilfering." (2)

A criminal tendency perpetrated by the use of computer is giving industry operators and watcher a concern because it is being asked if computer invention that was assumed to alleviate human problems has become the creator of problems for human existence.

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(1) African Review of Business & Technology – Dec. 1999/Jan. 2000. Page 23.
(2) African Review of Business & Technology – July 1999. Page 22.

CHAPTER THREE.

3.0 **INTRODUCTION:** The computer is surrounded by an intricate web of software, so the procedure for computerizing a problem is made more complex by a large area of computing, which is called "Paracomputing" and of which system analysis and design form the major part, it main function therefore is to convert an existing manual system into a computerize system.

3.1 **SYSTEM ANALYSIS:** "A System Analysis concerns with man made systems involving input, process and outputs. System Analysis therefore includes full detailed of the current system, including its procedures, information flows and methods of work organisation and control. However, in analysing any given situation, these questions come to the mind, why the problem occurs? Why were the current methods adopted? And why are the alternative methods?" (1)

To achieve full system analysis, three sets of people were found viz a viz.: Manager, users of the system and computer programmer. In the case of Niger Chamber of Commerce the manager is the Executive Secretary, the users are the Trade Fair Council made of six states in Northwest of Nigeria while computer programmer is the computer operator who was thought what to do and how to do it by the analyst that installed by an analyst that installed the system. This was done in the following steps:

(i) **Defining Requirement:** The requirement of the organisation was defined by the analyst, this was done during the 11th Joint Domestic Trade Fair when the stake holders were all available for interviewing and their opinions were sought since whatever it was that the analyst found out will involve other states in the region.

(ii) **Prioritizing Requirement by Concensus:** The Joint efforts involves 6 states hence large information on user needs was required since there was possibilities of divergent requirement, but at the end of it all priorities amongst all requirements of each state was agreed to allocation of space in Trade Fair and compilation of the list of participants and their requirements at the yearly event.

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(1). Badmus R. O. (Prince) 1998 – Introduction to Computer and System Analysis and Design.

(iii) Gathering Data: This involved gathering data from other bigger states like Lagos, Kano and Kaduna where their Fairs attract more participants and required more management of all resources.

3.2.1 **FACT FINDING TECHNIQUE:** Fact finding on the existing and new techniques have a lot of strengths and weakness and these are spelt out as follows viz a viz.:

3.2.1 **STRENGTHS – OLD SYSTEM**:

1. The major strength of the old technique was that most participants are used to the status quo and they know what was expected of them without being directed.

2. The allottee of the pavilion spaces equally were used to the technique that with their designed drawing paper, they allocate space to participants with ease, this means therefore they never required any extra-knowledge on the allocation before it was be done.

3. Paper or academic work was reduced to the minimum since the same drawing could be used as many times as possible.

3.2.2 **WEAKNESS – OLD SYSTEM:**

1. It allowed for fraudulence practices by both the participants and the officials allocating the spaces thereby led to lots of financial loss to the organisers of such Fair.

2. The Technique was out-dated because a lot were wasted on the planning and allocation of space, this discouraged some corporate organisations and foreign participants, and invariably led to lots of earning to the Fair organisers.

3. Few people had the monopoly of knowledge on the space and its allocation hence they at will held the organisers to ransom when their demands were not met. It was a dangerous for any organsier(s) to rely on these trends of event yearly.

4. Dwindling Revenues – was also noticed because over time participants tended to have much knowledge on the system that most

often occupy spaces without being allocated to them and with commencement of the Fair, it became very difficult to make them participants to pay.

5. Racketeering by Participants – Because of the weakness in the system, some participants acquire large marketable portion of the field which they sold to other would be participants at very exorbitant rates, at times, they often distort the master plans of the mapping by going out of their boundaries. This also resulted into fighting and of course pilfering of other peoples wares.

3.2.3 **STRENGTHS – NEW TECHNIQUE**:

1. Fraudulence practices by both officials and participated is reduced to minimum because spaces are allocated more scientifically than was the practice.

2. Documentation of the allocation and other activities is made such easier than was the practice. For instance materials that would have taken many sheet of stencils and other stationary items is now kept in one diskette and accessed at all times.

3. The new system encourages more participants to the Fair because allocation is done now at the point of payment, this means therefore that the participant now goes to his/her portion in the field with little or no assistant/aid.

4. Improved Revenue: For instance previous Fairs prior to introduction of computer was done with little margin of profit because of the activities of so call "EXPERTS" in space allocation that were colluding with participants to pay below official rates which were not accounted for. As at now all these undesirable elements, touts and racketeers are now eliminated/reduced hence high margin of profit is being realized.

5. Speedy Execution of policies and actions of the Executive Council over decision making processes. This is so because conversion of files was done and inputs can be processed with ease.

WEAKNESSES OF THE NEW TECHNIQUE:

1. The most noticed weakness of the technique is the ignorance it is creating in participants and some people are resisting "CHANGE" probably because of their selfish interest or because they don't want to learn the new system or both.

2. There is fears that at times go on the computer operator(s), system analyst or programmer would soon become as powerful as eliminated "Experts" of Trade Fair space allocation staff that was holding the council to ransom.

3.3 **INTERVIEW:** "This is most common and satisfactory of obtaining information particularly on objectives, constraints, allocation of duties and problems and failures in the existing system. To be effective and economical this interview was well planned." (1)

Interview was conducted at Kano and Kaduna only on the operators and beneficiaries of the use of computer to undertake Trade Fair activities. The happy news is that our fears were allayed because the participants seems to be enjoying improved modalities introduced to assist them in making their participation easy.

The following guide us when conducting the interview viz-a-viz.:

1. We prepared for the interview by learning on the individuals and group to be interviewed based on the requirement for this research.

2. We introduced ourselves and stated the purpose of the study, despite the fact that they know us as one of them.

3. We asked them some specific questions about the previous technique and the present technique.

4. We reduced taking note to avoid distracting them, besides, we were used to all terminologies used since we are in the same industry.

5. At the end of the interview, we summarised all information gathered during the session and suggest the following:

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(1) World Bank Report 1990 – Financial System and Development Policy and Research Series.

a. That the new system has improved Trade Fair activities in terms of organisation and management of Fairs.

b. That the participants painstakingly or sluggishly accepted the new system and they are now enjoying the improvement it has brought to their participation.

c. Organisers of Trade Fairs at the moment are pleased with the revenue that is accruing to them by this improved system.

It is important to note that the system has brought sanity to a very chaotic situation that the system had turned into with some staff aiding fraud, participant became so arrogant and faltering earnings and revenue.

These are some of the question asked across the sample size at both Kano and Kaduna.

(i). What is computer?.
(ii). Has computer application affect your participation at Fairs?.
(iii). What do observe in the new method of allocating/Allotting space now?
(iv). Do you like the previous technique than the new method?.
(v). Are you happy with organisers/participants with the new technique? Etc.

However, the organisers know computer and it application, but most of the participants did not know and never cared to know of computer but are more concern with improved system than whatever it is that brought the new system. One thing was empirically proven, that is people were happy with the system.

3.4 **OBSERVATION:** This involves watching an operator for a period to see for oneself exactly what happens. This technique is particularly good of training bottlenecks, checking facts that have already been noted.

This became imperative form the responses got from interview as stated above.

The result of observation was good because from distance one observed that indeed sanity has come into the system. For instance at the moment, activities of the undesirable elements in Fairs activities have been eliminated/reduced. If this tempo continues, Trade Fairs will henceforth enjoy large patronage by participants and even shoppers and window shoppers.

3.5 **SYSTEM DESIGN:** This is a situation where an analyst applied his intuition, Judgement, Skill and Knowledge to design and interpret a particular specification to create one or more system specifications.

A system specification therefore provides detailed documentation of the entire system. It serves as:

a. Communication to management, programmers, operating staff and user.

b. Provides complete records of the system for evaluation, modification and training purpose.

It should be noted that the system should be well documented as analyst who designs it can go to other project(s) or change employment if he/she is an employee.

3.5.1 **CONTENTS OF SYSTEM SPECIFICATION:** This usually includes:

(i). Preliminary information contents.
(ii). Objectives of the system-depth involved.
(iii). System Description.
(iv). Detailed specification of inputs files.
(v). Time scaled for getting system working.
(vi). Plans to enable a smooth change over from old to the new system.

From the above therefore, the preliminary information contents includes opinions of participants, organisers and buyers and of course how they wished the change to be made either gradually or once at a time. Objective on the other hand has to do with improvement from an out-dated-system besides the world has become a global village through the use of information Technology hence no organisation would like to be left behind at a time when those who have used the new system had got an empirical evidence that it is beneficial to their organisations. The system has enough time frame at least three years

from 1997, this experimental period has given confidence on the operator from changing over from old to new system which for this research I wish classify as still being experimental stage.

3.5.2 **DESIGN ELEMENTS:** When deciding to design on new system, the following elements should be considered:

1. **INPUTS:** This usually in system design is influenced by the needs of output, for instance the necessity for quick response from the system to determine the need of an on-line type of input.

In system-Design elements, consideration would be given to:

a. Data collection method and validation: These are usually obtained from:
   i. Receipts of payments issued.
   ii. Application forms for participation filled.
   iii. Telephone booking.
   iv. Trade Fair Brochure.

In data collection and validation, historical materials such as list of participants, Award results, Answered Questionnaires etc are used. This enable System Analyst to study the previous records for projected future study with other relevant information at the time of the design.

b. Types of input media available.
c. Volume of input documents.
d. Design of Input layouts.

2. **OUTPUTS:** This involves the consideration of what is required from the system before deciding how to set about producing it. The analyst considered.
   i. Form.
   ii. Types.
   iii. Volume of frequency of reports and documents.

(3) **FILES:** This element is linked to input and output. Input is processed against files to produce the necessary output. When designing files we give considerations to:

a. Storage media.
b. Method of file organisation and access.
c. File security.
d. Record layouts.

3. **PROCEDURES:** These are the steps which unify the whole process, which link everything together to produce the desired output. These involved both the computer and clerical procedure. They usually start with the organisation with the source document and end with the output document being distributed.

3.5.3 **EVALUATING PROPOSED TECHNIQUE/SYSTEM:** After looking at broad alternative solutions, short list of solution is kept. These solutions are further evaluated to fund out the following:

1. **Their Technical feasibility:** This tries to see whether the technology needed was available.

2. **Operational feasibility:** We asked whether the proposed solution can fit in with existing operations and whether the right information at the right time was provided to users.

3. **Economic Feasibility:** We asked whether Finance are available for implementing the proposed solution and whether the money spent would be recovered by the savings or by the Trade Fair Council getting required satisfaction.

3.5.4 **SYSTEM DESIGN (PICTORIAL):**

	R		R		R
1	6 C	11	16 C	21	26 C
2	7	12	17	22	27
3	8	13	18	23	28
4	9	14	19	24	29
5	10	15	20	25	30

Above design has been used to allocate space to participants since the start of Trade Fair and exhibition in Nigeria, it is based on Row ® and Column © design with computerisation, this system has just been

improved up, which means that with the use of computer, participant pays his money an allocation done immediately at the point of payment.

3.5.5 **RECEIPTS FOR PAYMENT**:

JOINT DOMESTIC TRADE FAIR
MINNA.

DATE:.....
RECEIVED FROM:.....
TOTAL SUM OF:.....
BEING PAYMENT FOR:.....
.....

AMOUNT N..... CHEQUE No.

RECEIVER SIGN.

.....

With introduction of computer, receipt of payment has been reduced to something smaller which contains more information than the previous method and all payments are now documented in a specific Diskette.

Others include forms for application for Space, advertisement, Special day(s), Utilities and Tours (Attached in the Appendix).

3.6 CONVERSION/CHANGE OVER.

3.6.1 **CONVERSION:** This involves the conversion of the old file data into the form required by the new system for the fact that this is an expensive stage in the whole project, most often some organisations under-estimate it.

This is a separate task in itself in change-over system because, it involves fact finding, analysis, data capture, the design of clerical methods and computer processes, form design and the production of special training courses. It is important to note that setting up a new master files for large systems involves transfer of hundreds of thousands of records which may be beyond the data handling capacity of an organisation and could be subcontracted elsewhere.

3.6.2 **CHANGEOVER:** This is a process of changing over from one system to a new system, this takes place when:

- The system has been proved to be satisfactory to the systems analyst and other implementation activities have been completed.
- User Managers/Officials are satisfied with the results of the system test, staff training and reference manual.
- The target data for changeover is due.

Changeover is achieved in a number of ways, the most pronounced methods are:

a. **Direct Changeover:** This means processing current data by both old and new in a move. This method is potentially the least expensive but the most risky.

b. **Parallel Running:** This means processing current data by both the old and new system to check the results. The main attraction is that the old system is kept alive and operational until the new system has been proved for at least one system cycle. It allows for the result of the new system to be compared with the old system before acceptance by the user, thereby promoting user confidence. It however attracts extra cost.

c. **Pilot Running:** This means, data from one or more previous periods for the whole or part of the system is run on the new system after results have been obtained form the old system. These results are compared and the method is considered a more practical form of changeover for organisation reasons.

(d) **Staged Changeover:** This involves a series of limited size direct changeover, the new system being introduced piece by piece. A computer part of logical section is committed to the new system while the remaining parts or sections are processed by the old system. Only when the selected part is operating satisfactorily is the remainder transferred.

From the above a – d therefore it is often left for the organisation to take desired changing over method. For our organisation direct Changeover despite its inherent problems was adopted. It was a bold

CHAPTER FOUR

4.1 **INTRODUCTION:** This chapter will be centered on the methodology and procedure, preliminary steps, sample and Data analysis. It therefore focuses on the software, its implementation and the program used and it features will be addressed. I will not fail to discuss the operational manual of the developed software and how to quit the program.

4.2 **METHOLOGY AND PROCEDURE OF PROGRAMME LANGUAGE:** DBASE Program was used for the purpose of this research work, particularly Dbase IV compiler because of some features viz-a-viz:

1. "Dbase IV is an advanced version of Dbase that provides a full relational database environment to users, it is an improvement in other Dbase Softwares.

2. Dbase – through the control center ad without the use of comman language, one can design database, manipulate and edit records and files, generate reports, perform database query, design labels and browse database.

3. Data fields can be specified with default values as well as valid ranges; Data can also be verified automatically as they are entered into fields.

4. Dbase IV allows for pop-up menus and windows to be designed.

5. Programs and procedures can be compiled and saved as object codes for faster Execution.

6. Dbase has full relational database capabilities using SQL (Structured Query Language) that is compatible with IBM machines. Databases can be viewed through the SQL command language. It is far more powerful than Dbase command language and provides relational database capabilities that exceed those offered in Dbase III plus." (1)

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(1) Kola A. 1998 – DataBase Management System (DBMS).
(Theory and Practice of DBM using Dbase iv).

3.1 **PRELIMARY STEPS:** In software development, one must first of all know the requirements of the user and efforts should be in place to develop the software in such a way that will meet the requirements of the users. To achieve this, we must write a set of coded instructions for the computer in form of program to obey.

To develop software for this project, the principle of modular programming was used. This invariably allows for easy detection and correction of errors. For the purpose of this study, different programs were written and linked together with the Do Command.

The steps focused on:

1. Main program.
2. Sub-menu.
3. Add program.
4. Modify program.
5. Delete program.

4.4. **SAMPLE**:

4.4.1 **OPERATIONAL MANUAL:** Every software written should be accompanied by operational manual to ease the learning process by user(s). to run the program, the following steps are required:

Step 1: Booting the system from the hard disk; It leads the user(s) to **C prompt** that is (C:/>).

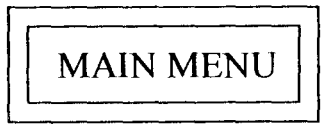
Step 2: At C:/> **type CD – Dbase IV** and press the **Enter key**. Note: Dbase is the directory on the hard disk that contains the Dbase software as not all computer systems have Dbase software.

Step 3: Dbase. Press the **Enter key** – The command activates Dbase software and takes the user to control panel. Then press the **Escape key** to go to the **DOT prompt**.

Step 4: **Type DO A**. Main program and process the **Enter key**, the command will activate the software.

4.3.2 **MENUS DESCRIPTION:**

a. **Opening Menu:** When the main program is activated, the message below is displayed in the computer screen.



In this case, the space will be allocated to the first participant and if another participant came later, he would be given his own space and if by chance, the pervious allocated space was re-allocated, the system will display that the space was already allocated.

The Main Menu: Menu appears on the screen with the following:

1. ADD RECORD
2. MODIFY RECORD
3. DELETE RECORD
4. REPORT
5. EXIT

The main menu allows other programs to be run, this happens when the cursor continues to blink on the screen until a choice is made and the Enter key pressed.

b. **Quitting the Program:** In quitting the program, all the user has to do is to select the option Q and press the Enter key. This carries the user to the DOT prompt.

TRADE FAIR SPACE ALLOCATION

---------- MAIN MENU ----------

Add new records

LIST OF PEOPLE ALLOCATED SHOP WITH THEIR RESPECTIVE SHOP NUMBER

Date	Shop Number	Name	Address	Product Name
12/06/99	1	ABU MOHAMMED	MINNA	SEWING MACHINES
12/06/99	2	JAMES DAVID	SULEJA	MATERIALS

Press any key to go to Main Menu

[redacted]

Date Registered [redacted]

Name of Company/Applicant [redacted]

Address (street & postal) [redacted]

Telephone/telex/fax/E-mail [redacted]

Country [redacted]

Product/Service to be Exhibited (Specify) [redacted]

Name/Position of Applicant [redacted]

Shop Number

[redacted]

Shop Number [redacted]

Date Registered

Name of Company/Applicant

Address (street & postal)

Telephone/telex/fax/E-mail

Country

Product/Service to be Exhibited (Specify)

Name/Position of Applicant

CHAPTER FIVE

5.1 **SUMMARY:** The chamber movement that started as an Association of few members with like minds have been developed to become a pro-active organisation that all successful governments all over the world believes in and to which most economic decision taken by them most often requires contributions/comments from this Association.

In view of fore going more responsibilities are given to this group and the need to use computer for their day to day activities most especially Trade Fair arrangement became necessary.

Computer has become partner in all facet of development, it has been so simplified that nearly all household are proud owner(s) of computer or improvisation similar to computer, we are certainly not unaware of some outdated computers sent to third world countries including Nigeria, but this the Industry watchers agreed is a welcome development to develop our young ones.

In the history of computer system or Information Technology, we will not forget so soon the attention Computer Millennium Bug had generated, this created so much unprecedented publicity on the potency of computer.

The study will evidently assist the organisers of Trade Fair in handling one of the most difficult task in Fairs organisation – space allocation. The system is still at its pioneering efforts hence nearly everybody is still learning from the system, but the good news have been both the organisers and participants in Fairs are enjoying the new technique because all the chaotic procedures are reduced.

Despite the fact that there are constant power outage and the fraudulence practices, a well computer designed system analysis can not have alternative in the world of Business and even pleasure.

Conversion or changer over form the old to new system to new system was costly, but that is the best option most especially with the trend of events in Trade Fair organisation and management of resources.

5.2 **RECOMMENDATIONS:** This study recommends the following:

1. The analyst/operators should be swept from time to time to avoid them from holding to ransom the organisers of Fairs.

2. "Standby UPS are cost effective solutions particularly suitable for single-user PCS and pheriheral equipment that require basic power protection." (1)

3. "Minimising criminal activities in computer is one of the major achievements this study would like focus because fraudulent practices were noticed in previous Trade Fairs organisations. There are several steps that the manager(s) of computer system can take to prevent or minimise the possibility of criminal activities being successfully perpetrated against the computer system. The main principle is to avoid complacency. Some of these steps should be taken.
   a. Computer users should only be able to access those parts of the computer that are within the scheduled(s) of their duties.

   b. The level of access granted to user should reflect their responsibilities and no more than is necessary to carry out their duties.

   c. Different levels of access should be used. For example with the companies database some users will only need to view and inspect data, whist some will be allowed to add to the data, yet others may be entitled to delete or edit data.

   d. Access should be by passwords that are changed frequently, consist of a mixture of letters and figures and are not written down.

   e. A two passwords system should be used, one password unique to each user and another for this level of access.

   f. A log access to the computer system must be kept.

   g. Sensitive data files should use data encryption and have a secondary password for additional protection." (2)

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(1) African Review of Business and Technology Dec. 1999/Jan. 2000. Page 23.
(2) African Review of Business and Technology July 1999. Page 23.

5.2 **CONCLUSION:** In conclusion, the topic effect of computer in Trade Fair Organisation and Management in Nigeria was chosen for this study. The research works on the study dealt on some salient problems associated with the old system and prospects of the new technique. It enables the researchers to sample the opinions of various segments of the beneficiaries. Their fears were allayed and more confidence was built into their minds on the efficacy of computer system.

The truth about the whole research is that whoever wants to meet up with the happening of contemporary times with Information Technology must inculcate the habits of computer application in his operations.

Computer has been accepted by every household, private and public sectors, and the vogue at the moment is the "Computer Literacy" of everybody by the end of this decade. This means therefore computer application has come to stay.

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APENDIX IV

FORM C: APPLICATION FOR ADVERTISEMENT IN THE TRADE FAIR CATALOGUE

20TH KANO TRADE FAIR

Date: Saturday 27th. November to Monday 6th. December, 1999
Venue: Trade Fair Complex, Zoo Road, Kano
Theme: " Nigeria's Industrialization Process: The Role of Local and Foreign Investors in the next Millennium".

IMPORTANT NOTE: Please read the rules and regulations before filling this form.

1. Name of Company/Applicant.....

.....

2. Address (Street & Postal).....

3. Telephone/Telex/Fax.....

On going through the provisions of the official rules and regulations for participation at the 20th KanoTrade Fair, I/We hereby apply for advertisement space in the Trade Fair Programme of Events to be published and released before and through the Fair period, as indicated below:

4. Number of Advert Pages .....

5. Space available and rate: (please tick)

a. Supplement/Write-up on your company		
i First page	N15,000:00	$250
ii Each additional page or Fraction	N10,000:00	$150
b. Advert Rates		
i. Inside Front Page Cover (Coloured)	N25,000:00	$300
ii Outside Back Cover (Coloured)	N30,000:00	$350
iii Inside Back Cover (Coloured)	N25,000:00	$300
iv Full Page (Coloured)	N20,000:00	$250
v Full Page (Black & White)	N15,000:00	$200
vi 1/2 Page (Black & White)	N10,000:00	$150
vii Quarter Page	N 8,000:00	$100

Sample

6. Insertion on cover pages to be on first come first served.

7. Only Camera-ready work, text or negatives are accepted. These should be accompanied with payment to reach the Organisers not later than 1st November, 1999.

NOTE: Advert with Colour Separation will attract extra fee:
(Advertisers who do not have Artwork will be required to pay for Artwork preparation).

8. The publishers will accept no responsibility for late or non-delivery of advertising materials.

9. All adverts are to be pre-paid.

Name/Position of Applicant .....

.....
Date

COMPLETED FORM TO BE RETURNED TO:

The Director-General
Kano Chamber of Commerce, Industry
Mines and Agriculture.
Trade Fair Complex, Zoo Road.
P.O.Box 10, Kano.
Tel: 064 - 666936, 667648
Fax: 064 - 667138.

APENDIX III

Niger Chamber of Comm & Ind

6th Joint-Domestic Trade Fair

(NIGER, KOGI, KEBBI, SOKOTO & KWARA STATES)

Trade Fair Complex
Paiko Road P.O.Box 370 Minna
Tel: 066 223153 222365

OFFICIAL RECEIPT No. 1690

Date 02-12-1996

Received from Pio Electrical Co

The Sum of Five Hundred Naira only

being payment for Levy for NACCIMA Council Meeting

Date 02-12-98	N560.00 K	Receiver's Signature
By Cash / Cheque,	Cheque No. Date	

APENDIX IV

***PROGRAM FOR THE MAIN MENU**

```
clear
SET STATUS OFF
SET TALK OFF
SET SCOREBOARD OFF

@2,18 FILL TO 6,64 COLOR W/GR+
@4,20 say "       TRADE FAIR SPACE ALLOCATION      "
@5,20 say "------------ M A I N    M E N U ----------- " color b/gr*
Define Popup Main from 8,28 to 16,54
Define bar 1 of main prompt "    ADD  RECORD     " message "Add new records"
Define bar 2 of main prompt "    MODIFY  RECORD  " message "Modify existing records"
Define bar 3 of main prompt "    DELETE RECORD   " message "Delete unwanted records"
Define bar 4 of main prompt "    REPORT          " message "Print records"
Define bar 5 of main prompt "    EXIT            " message "Exit to Dot Prompt"

On Selection popup main do major

do while bar() <> 5
enddo
```

PROCEDURE MAJOR

```
Do case
case bar() = 1
do trade
close all

case bar() = 2
do tradee

case bar() = 3
do traded

case bar() = 4
do trader

case bar() = 5
clear
close all
deactivate popup
endcase
return
```

***PROGRAM TO ADD NEW RECORDS**

```
Set talk off
Set scoreboard off
Set status off

clear

do while .t.
```

APENDIX V

```
store space(25) to mname
store space(30) to maddress
store space(10) to mtele
store space(10) to mcountry
store space(20) to mproduct
store 0 to mshopno
store space(30) to mnamepos
datee= {}

clear
use tradedat
set order to shopno

@1,1 to 23,75 double
@2,25 say "  SPACE ALLOCATION FORM  "
@2,20 fill to 2,60 COLOR N/W

@4,3 SAY "Date Registered "
@6,3 say "Name of Company/Applicant "
@8,3 say "Address (street & postal )"
@10,3 say "Telephone/telex/Fax/E-mail"
@12,3 say "Country"
@14,3 say "Product/Service to be Exhibited (Specify)"
@18,3 say "Shop Number"
@16,3 say "Name/Position of Applicant"

@4,21  get datee
@6,31 get mname pict "@!"
@8,31 get maddress pict "@!"
@10,31 get mtele pict "@!"
@12,12 get mcountry pict "@!"
@14,46 get mproduct pict "@!"
@16,30 get mnamepos pict "@!"

read
if lastkey() = 27
clear memo
exit
endif

do while .t.
@18,15 get mshopno pict "99999"
read

@17,15 clear to 22,70

seek mshopNo
if found()

@19,17 say "The Shop Number has been allocated, enter another"
@20,17 say "shop number, Press any key to continue"
@19,14 fill to 20,68 COLOR w+/GR

wait " "
@17,10 clear to 22,75
```

```
store 0 to mshopno
else

append blank

repl date with datee
repl name with mname
repl address with maddress
repl telephone with mtele
repl country with mcountry
repl product with mproduct
repl shopno with mshopno
repl nameposi with mnamepos

exit
endif
enddo
enddo
clear
```

***PROGRAM TO MODIFY RECORDS**

```
Set talk off
Set scoreboard off
Set status off
clear

do while .t.
store space(25) to mname
store space(30) to maddress
store space(10) to mtele
store space(10) to mcountry
store space(20) to mproduct
store 0 to mshopno
store space(30) to mnamepos
datee= {}

clear
use tradedat
set order to shopno
@1,1 to 23,75 double
@3,25 say " MODIFICATION FORM FOR ALLOCATION "
@3,22 fill to 3,60 color n/w

@5,40 say "Shop Number"
@7,3 SAY "Date Registered"
@9,3 say "Name of Company/Applicant"
@11,3 say "Address (Street & Postal)"
@13,3 say "Telephone/Telex/Fax/E-mail"
@15,3 say "Country"
@17,3 say "Product/Service to be Exhibited (Specify)"
@19,3 say "Name/Position of Applicant"

@5,52 get mshopno pict "99999"
read
```

APENDIX VII

```
if lastkey() = 27
exit
clear memo
endif

seek mshopno
if found()

store date to datee
store name to mname
store address to maddress
store telephone to mtele
store country to mcountry
store product to mproduct
store nameposi to mnamepos

@7,21  get datee
@9,31 get mname pict "@!"
@11,31 get maddress pict "@!"
@13,31 get mtele pict "@!"
@15,12 get mcountry pict "@!"
@17,46 get mproduct pict "@!"
@19,31 get mnamepos pict "@!"

read

repl date with datee
repl name with mname
repl address with maddress
repl telephone with mtele
repl country with mcountry
repl product with mproduct
repl nameposi with mnamepos

store space(25) to mname
store space(30) to maddress
store space(10) to mtele
store space(10) to mcountry
store space(20) to mproduct
store space(30) to mnamepos
store 0 to mshopno
datee= {}

else
do err_msg
endif
enddo
clear
```

***PROGRAM TO DELETE RECORD**

```
Set talk off
Set scoreboard off
Set status off
clear
```

APENDIX VIII

```
store space(1) to reply
store 0 to mshopno

use tradedat
set order to shopno

do while .t.

@3,10 say " ----------DELETE  DATA  RECORD---------- "

@5,40 say "Shop Number"
@5,52 get mshopno pict "99999"
read

seek mshopno
if found()

?chr(7)
CLEAR
@7,10 say "ARE YOU SURE YOU WANT TO DELETE THIS RECORD ? (Y/N)" GET REPLY
PICT "@!"
if reply = "Y"
delete
endif

else
@7, 10 say "Record not found, press any key to continue                "
wait " "
clear
ENDIF

if lastkey() = 27
exit
clear memo
endif
enddo
pack
```

***PROGRAM TO PRINT RECORDS**

```
Clear
Set status off
Set talk off
Set scoreboard off

use tradedat
set order to shopno
CLEAR

*eject
clear
@row(),10 say "LIST OF PEOPLE ALLOCATED SHOP WITH THEIR RESPECTIVE SHOP
NUMBERS"
@row()+1,10 say
"============================================================="
```

```
@row()+1,2 say "Date"
@row(),14 say "Shop Number"
@row(),27 say "Name"
@row(),43 say "Address"
@row(),55 say "Product Name"
@row()+1,2 say "--------------------------------------------------------------------------------"

do while .not. eof()

@row()+1,2 say date
@row(),14 say shopno
@row(),27 say Name
@row(),43 say address
@row(),55 say product
skip 1
*@row()+1,0
*if lastkey() = 27
*clear memo
*exit
*endif

enddo
@23,19 say "Press any key to go to Main Menu"
@23,17 fill to 23,53 color w+/gr
wait " "
clear
*eject
*set printer off
```