

PERSONNEL RECORDS MANAGEMENT SYSTEM

(A Case Study of Raw Materials Research and Development Council)

By

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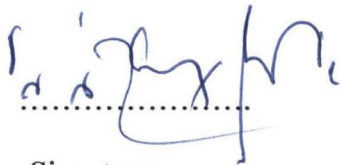

NIGER STATE

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CERTIFICATION

This is to certify that the work was carried out by Omolara O. Odedele of the department of Mathematics and Computer Science, Federal University of Technology, Minna.

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DEDICATION

This project is dedicated to God Almighty who is the Alpha and Omega and the source of my wisdom.

ACKNOWLEDGEMENT

I give honour unto GOD for blessing me abundantly from his inexhaustible store of grace for supporting me throughout my PGD programme.

My profound gratitude goes to my supervisor Prof K.R Adeboye for his thorough supervision and constructive criticism of the project. I also wish to thank the Head of Department, Dr. N.I Akinwande and all the lecturers in the department.

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ABSTRACT

Personnel Records Management System (PRMS) is an online personnel application package that meets the requirement of an organization. The development of the PRMS was done using object-oriented and event-driven programming language techniques that is Visual Basic.Net so as to profers solution to the problems encountered when personnel records management is done manually. In this research work, PRMS is used to provide good record keeping, ease retrieval and updating of employee information, improve security, log and track employee attendance, monitor the employee promotion and training exercises, generate report on demand for decision making. In essence, the PRMS application is an improved replacement for conventional methods.

CHAPTER ONE

PRELIMINARIES

1.1 Introduction

Records management: Is the practice of identifying, classifying, archiving, preserving, and destroying records The International Standard Organization (ISO)15489: 2001 standard defines it as "The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of an information about business activities and transactions in the form of records.

Personnel Records: In many respects, personnel records are similar to other kinds of administrative records and thus good personnel records are necessary to allow the best use of available staff and promote efficiency in an organization. The records also help the institution make good use of scarce resources and help provide an accurate source of data, which can be used in other information systems throughout the organization.

The advent of personal computers has transferred the responsibility for records management from central records management sections to individual employees. Computers are electronic device which accepts, processes, stores and retrieves data. A computerized record system is a system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposed with the use of a computer. The main reason for computerizing personnel records is to provide readily up-to-date information on employees and establishments for manpower planning, purposes.

1.2 Statement of The Problem

Challenges facing a manager are varied and complicated. Specifically, the duties of a personnel manager include the following: Planning, Recruitment, Training, Development, Career management and so on. It is obvious that it is a very complicated task. All the functions

mentioned above can be carried out manually and typically as they are: this leads to many problems, the most serious of which are:

1. Inefficiency due to both human errors in record keeping and by the amount of time required writing and filling employee data.
2. Inadequate security because of illegal access to files.
3. Difficulty in retrieving information.
4. Inaccurate and inconsistent information may be available on demand sometimes because related data may be kept in different files.
5. There is difficulty in updating information as related data may be in different files, one file may be updated while the other still contains outdated data.

In attempt to solve the stipulated problems above a system will be designed to:

1. Increase the efficiency and reliability of record keeping.
2. Provide a well defined guideline for actions as well as yardstick for precise decision making.
3. Reduce job dissatisfaction.
4. Ease retrieving and updating of information.
5. Improve security and control illegal access to files.
6. Generate report on demand and so on.

1.3 Aims and Objectives

The aims and objectives of this project are to create a Personnel Records Management tool that will enable the Personnel managers to:

1. Guide and inform decision making process
2. Provide effective and efficient means for storing and retrieving employees information
3. monitor employees' training, development and transfer
4. Provide information for recommending employee for promotion or re deployment

5. Assist the personnel manager in staff recruitment notifier of vacancies and promotes staff discipline
6. Log and track general employee attendance
7. Generate report on demand and allow inquiry to be made

1.4 Benefits

1. Increasing the flexibility of the available information for instance, monitoring equal opportunity issues becomes easier when personnel records can be sorted by age, sex, job, grade, pay rates and so on, monitor the mix of the organization staff statistically (e.g. age, gender, and ethnicity), covering recruitment, promotion, performance, length of time in post; sickness absence; part-time: full-time ratio; vacancies; job requirements; training.
2. Speeding up the provision of information
3. Producing cost benefits through administrative savings - staff time can be reduced on routine tasks
4. Increasing efficiency, particularly with changes to records, routine forms and letters, print-outs for checking and so on.
5. Legibility of record handwritten charts are notoriously difficult to read. On-screen or printed text is often far more legible than handwriting.
6. Security of records.

1.5 Methodology

As the result of stated objectives above, the procedures aimed at achieving the success of this project work are as:

1. Gathering of employee's data by interviewing the personnel manager

2. Analysis of the data obtained and examination of the existing system
3. The use of database that will contain information
4. Choice of programming language that will be used is Visual Basic.Net

1.6 Significance of the Study

Organization using the Personnel Records Management System (PRMS) tool proposed in this project will benefit from a wide range of merits that cannot be obtained when Personnel Records Management (PRM) activities are undertaken manually.

In any organization, time is of the essence, like the famous saying goes “Time is money”. The execution of Personnel Records Management (PRM) activities manually can be tedious and time consuming, especially if the organization in question is large. Therefore, the introduction of a tool that automates these activities and requires a little human intervention as possible is most desirable.

Also worth mentioning is the fact that the database concepts, which is the central to the operation of the proposed scheme, affords this software a number of features that are not possible with manual methods. These include the ability to cross reference information and patterns in the organization Personnel Records Information and so on

1.7 Scope and Limitation

Due to the fact that the Personnel Records Management System (PRMS) requirement vary from organization to organization, this project will not be as extensive as it should be. It will be restricted as possible to Raw Materials Research and Development Council, Minna, as the case study.

The system to be designed will enhance the productivity of personnel manager. It will provide a well defined guideline for actions as well as yardstick for precise decision making. Rather than try to incorporate the users into its functions, the system is to be tailored to fit human function. A lot of emphases and attention is to be paid to the ease of use, attractiveness and familiarity of the interfaces, for example, the use of forms to keep record as it is done in the manual system. The system will be designed for easy expandability and maintenance, so that can to grow with the needs of its users.

Finally, we will attempt the make the system as comprehensive as possible, when the system is fully implemented, it will increase the efficiency and reliability of record keeping and matching applicants to vacancies in the organization. It will also reduce job dissatisfaction in the form, build motivation, aid objective recruitment evaluation and performance appraisal and provide means of planning and controlling workforce expenditure.

CHAPTER TWO

LITERATURE REVIEW

2.1 Concept of Personnel Record Management

As an organizational resource, records serve many functions in the operation of an establishment. Records represent all documentary materials such as correspondence, forms, reports, drawings, maps, photographs, and they appear in various physical forms, e.g., paper, cards, microfilm, tape, CD-ROM, etc., which can be preserved for short or long periods.

Similarly, what actually keeps the civil service going in any modern system of government is recorded information called "records," which are used for planning, decision making, and control. The need for a records management programme in all organization cannot be overstressed in the digital age.

The purpose and essence of any record system is the right information in the right place in the right order, at the right time for the right person at the lowest cost. For this feat to be achieved, an integrated records management programme is needed (Baje, 1998).

Enwere (1992) argues that the un-integrated records management programme in Nigerian public service has led to inefficiency in administration and to the loss or unavailability of vital information needed for decision-making.

As records management developed, it has also incorporated principles integral to information science as "the means of processing information for optimum accessibility and usability, concerned with the origination, collection, organization, storage, retrieval, interpretation, transmissions, transformation and utilization of information" (Ehienberg T.E and Smith R.J, 1994). Such principles are adopted by records managers in seeking to enhance the access and use of records.

Stressing the use of technology in records management, opines that "in developing record keeping solutions, it is necessary to understand the evolution that is taking place in the use of technology." The application of Information and Communication Technology (ICT) to the management of records therefore, will go a long way in making such records accessible and usable.

Professional literature on archives and records management pays little or no attention at all to the subject of managing personnel records even though these files are substantial. In comparison to financial records, which have clear retention periods, personnel records do not seem to have well developed retention period. Records are now being managed electronically. Electronic records management is an aspect of the computer revolution which tends to be under-appreciated by the general public, and even by many librarians and information scientists (Ubeku A.K, 2002). Many corporate and government records that were once kept on paper now exist only in electronic form. The replacement of paper records by electronic records leads to ease of access by those with the pertinent software and hardware tools. Database systems can be used to handling records. He recommends a sophisticated database system; the rapid processing power of the computer is needed for automatic storage and retrieval.

It should be noted that for records to be adequately cared for, separate building and storage facilities have to be provided. There should be a secure room or a vault for vital records. Creating records without proper plans for their maintenance leaves the records in shambles, which causes chaos in an organization.

2.2 History of Computerization in Nigeria

It is on record that the electronic digital computer made its first appearance in Nigeria in 1963, in connection with the analysis of the 1962/63 national census data. In

the 10 years between 1963 and 1973, the total computer population in the country stood at 20-25, with 6 or so of these being associated with the multinational companies. By 1977 the total number of installations had grown to around 70. It was by this time that many universities, government departments, and parastatal, organizations, including the West African Examinations Council (WAEC), the Joint Admissions and Matriculation Board (JAMB), the National Electric Power Authority (NEPA), the Nigerian Ports Authority (NPA), and the Federal Office of Statistics, as well as many banks and commercial firms, began to show interest in computers.

Up to 1977 there were only three computer vendors in Nigeria. They were JCL, IBM, and NCR, and all three were the local subsidiaries of overseas computer manufacturers dealing almost entirely with mainframes and minicomputers. In 1977, the government promulgated the indigenization decree, which set apart some categories of industrial activity exclusively for participation by Nigerian nationals, while stipulating a minimum of Nigerian interest in others. One of the three original vendors, IBM, did not want to comply with the decree, choosing instead to pull out of the country.

The decree produced two other important effects. First, there was an influx of indigenous vendors in the computer business. Secondly, the keener competition in the industry led to more aggressive marketing policies. As a result, the number of computer installations in the country rose sharply. Whereas 39 computers were installed in 1975-1977, 1978-1980 witnessed the addition of 197 new installations. There were 149 new installations in 1981-1983, and a further 99 in 1984-1986. Already by the end of 1982, the price of crude oil was beginning to drop sharply in the spot market; and this marked the beginning of the foreign exchange debacle and the attendant import restrictions.

Computerization has been most widespread in the area of financial management, including payroll, accounts, general ledger, sales, and invoicing. In fact the accounting task is frequently the motivation for installing the computer in the first place. More than 80 per cent of computer installations are used in this way. There are also many instances of companies that have not installed computers but have their accounts and payroll batch-processed on a bureau computer owned by a vendor or an agency. A reasonable estimate is that more than 50 per cent of all Nigerian industry is using computers for accounting, either in-house by their own DP staff, or with the help of external computer agencies. The software used for this purpose is usually a commercial software product. The companies often do not have expert systems analysts; there may be one or two programmers to maintain the software.

Some firms are reluctant to use a computerized invoicing and billing system. The usual reason given for this is the fear of fraud. In this regard, the public perception of the NEPA and NITEL computerized billing systems as being fraught with absurd errors as well as being often hopelessly inaccurate has not helped to win public confidence.

Table 1

Use of programming languages in a survey of 60 firms (1988)

Language	Percentage
COBOL	68%
BASIC	63%
FORTRAN	17%
RPG 11	11%

Source: Ezechukwu, J (1988).Ref 17.

Table 2

Use of computers in industry in a survey of 60 firms (1988)

Computerized function	Percentage
Accounting	100
Administration	57
Production management	49
Word processing	26
Process control	15
Computer-aided design/engineering	6

Source: Ezechukwu, J (1988) Ref 17.

2.2.1 Computer Diffusion

The Federal Office of Statistics (FOS) has conducted periodic but unpublished censuses of computer installations in Nigeria; the latest of these gives the position at the end of 1984. Published computer statistics began to appear in 1983 when the first edition of the Nigerian Computer Users' Directory (NCUD) was published. The second edition of the NCUD appeared in 1985 and the third edition in 1988. The availability of this directory permits more accurate statements to be made regarding computer diffusion in the various sectors of the economy. The data contained in the directory must, however, be treated with caution. Michael A. N (1989)

Table 3

Milestones in IT usage in Nigeria

Year	Event
1948	Visible record computer sold to Nigerian Ports Authority by ICL
1949	NCR incorporated
1961	IBM incorporated
1963	Computer hired to assist in the processing of the national census data (operated by expatriates)
1963	IBM African Education Centre set up at University College, Ibadan (renamed U1 Computing Centre, 1966)
1972	Computer science courses instituted at University of Lagos, University of Ife, and University of Ibadan
1973	Computers used in 1973 national census
1975	Computer science courses instituted at more universities, including the University of Nigeria, Nsukka
1977	Indigenization decree promulgated
1978	Computer Association of Nigeria (CAN) inaugurated
1978	Computer vendors Data Science, JKK, Datamatics, and Debis established
1981	Many more computer vendors established
1982	Banks begin to computerize
1982	Import licensing started

1983	First microcomputer exhibition at Lagos by Ogis & Ododo- 33 vendors exhibited
1984	Anambra State Government Ministry of Finance places order for locally manufactured microcomputers
1985	Committee of Directors of Nigerian Universities Computing Centres (CDNUCC) inaugurated
1987	NNPC optical fibre computer communication network

Source: Federal Office of Statistics (1988).

The introduction of information technology to developing countries inevitably has major consequences for public administration, yet there has been little research on the issues involved. In the area of personnel management, there is a requirement for computerized personnel information systems which are workflow-based and text-based. Such systems have been developed in a number of African countries and some work has been done on paper-based personnel records. To date these initiatives have been carried out largely in isolation from one another, and there has there been little attempt to link the paper and automated approaches despite the fact that the same resource is being managed. These linkages are fundamental to the effective management of personnel information Piers Cain and Anne Thurston (1997).

During the 1980s and 1990s most of the countries in sub-Saharan Africa have experienced economic hardship and have participated in structural adjustment programmes, often as part of conditionality for loans from the Breton Woods institutions. Structural adjustment typically includes a civil service reform programme as a key element. Since the 1980s, Countries like Ghana, Uganda and Zimbabwe have

all implemented structural adjustment programmes with varying degrees of success. By Piers Cain and Anne Thurston (1997).

2.2.2 Emergence of I.C.T in Nigeria

Information Communication Technology came into existence in most of the African countries through research institutions, educational institutions, or international organizations like the World Bank, UNDP, USAID, WHO, etc. In 1993 most provinces, Aimaks in Mongolia were provided with personal computers funded by the WHO with the goal to support the health services in the country (Braa et al., 1995).

The first Information Communication Technology initiative in Nigeria started in the 1950s with focus on print and electronic media. No major policy or other outcome was achieved because of strict government control. The full awareness of the importance of ICTs was absent. Only the private sector demonstrated ICT initiatives (Emadoye, 2002). The Obasanjo administration in 2001 established the National Information Technology Development Agency (NITDA) to serve as a bureau for the implementation of National Policy on Information Technology. NITDA is trying to increase the Internet penetration levels in Nigeria but the agency's focus is not on health care delivery systems (Idowu, et al 2003).

2.3 Record Maintenance and Use

One important aspect of records management is the need for the created records to be adequately maintained for use (Uwaifo, 2004). There is the need for proper storage medium, filing procedures, so as to facilitate quick and easy access to the record when required. For example office storage facilities for records include wooden shelves/rack, steel cabinets, drawers, catalogue cabinets, files, cardboard boxes etc.

The emphasis in filing systems today is on fast and accurate retrieval of stored information. Most business organizations in developed economies and developing countries have invested seriously in appropriate automated Systems. The use of a good index guarantees retrieval of information but computerized system guarantees fast and accurate retrieval of information.

2.4 Challenges in Computerization

Computerization, especially in the developing countries, is fraught with challenges. This is also the case with Nigerian organizations. Some of these factors include the following:-

2.4.1 Computer Literacy / Education

Many members of the staff of an organization are not computer literate. This is a great setback in computerization. Many of them are reluctant to jettison their old mindset which resists change. Many are conservative and traditional, and suffer computer phobia. Research results show that, although the uses of electronic information increases job satisfaction, confidence, and the effectiveness of employees, librarians for example lack technical expertise and this can be very frustrating.

There is also a lack of technical support. Only one member of staff is formally trained to initiate, develop, implement, and maintain computerized applications in the entire human resources department. Those who had been trained gain only limited, or no access, to the packages in which they had been trained this also extents other staff in the organization.

2.4.2 Poor State of Power Generation

Regular power generation remains a problem in Nigeria. Frequent power outages constitute a serious bottleneck to automation. The cost of running generating plants is prohibitive.

2.5 Essence of Management

Management is an attempt to improve managerial performance by imparting knowledge, changing attitude or increasing skills. The ultimate aim of this is to enhance the future performance of the organization itself. For this reason, the management process includes:

- Assessing the organization's needs (for instance to fill future executive openings or to make the firm more responsive)
- Appraising the managers' performance and
- Developing the managers themselves

Management is important for several reasons. For one thing, promotion from within is a major source of management talents. Also

- Management facilitates organizational continuity by preparing employees and current managers to smoothly assume higher-level positions.
- It also helps to socialize management trainees by developing in them the right values and attributes for working in the firm and
- It can foster organizational responsiveness by developing the skills that managers need to respond faster to change.

2.6 Definition of Management

Management has been given different definitions by different people. Some people see it as the act of managing some thing; the people who administer a company, create policies and provide the support necessary to implement the owner's business objectives. Frederick Taylor defined management as the act of directing and controlling the affairs of the business. Peter F. Ducker who is widely acknowledged as the "father of management" defines management as getting things done through others. Management of a place involves making conscious choices about what happens to the place and taking action to make those things happen. management includes the widest possible range of actions and decision, such as planning and decision making, organizing, leading and controlling directed at an organization resources (human, physical information and financial), the act of directing and controlling the affairs of the business, the act of controlling production processes and ensuring that they operate efficiently and effectively and so on. The last phase of the definition above is very important because it highlight the basic purpose of management. Efficiency entails using resources wisely and in a cost-effective manner, which effectiveness involves making the right decision and correctly implementing them. Simply put successful businesses are both effective and efficient.

Each of the definitions of management has its virtues. However, none of them is all encompassing in scope, to truly grasp the meaning of management, it is necessary to break the concept down into its essential processes.

2.7 The Management Process

Management process refers to the basic activities that management and managers carry out. There are five basic functions that managers perform, namely:

2.7.1 Planning

This involves establishing goals and standards, developing rules and procedures, developing plans and forecasting, predicting or projecting some future occurrence. planning is deciding in advance what to do, when to do it and who is to do it, it bridges the gap between present position and desired position in the future.

Planning is that part of management process, which attempts to define an organization's future (Riemann, 1997). The major's benefits of good planning are:

- Planning forces management to think ahead
- Planning leads to the development of performance standard, which enable more effective management control
- Planning forces management t articulate clear objectives
- Planning enables an organization to be better prepared for sudden
- Development and expected changes

2.7.2 Organizing

This involves giving each subordinate a specific task, establishing departments, delegating authority to subordinate, establishing channels of authority, communication and coordinating the work of subordinates.

Organizing is the part of management that involves establishing intentional structures of roles for people in an enterprise to fill. Not only are tasks assigned to the individuals, but care must be taken to ensure that the people are given certain tasks that are suited to them. In other words, it requires developing the best organizational structure, acquiring and training personnel determining tasks are to be done, who is to do them, how the task are to be grouped, who reports to whom and at what levels decisions are made.

2.7.3 Leading

This is the predominant aspect of managing. It involves getting subordinates to get the job done, maintaining morals amongst staff and motivating employees. Different managers have different leadership styles, but they all aim at getting people at work together to advance the interests of the organization in the course of leading, managers directs activities of others, select the most effective communication channels and resolve conflicts among others.

2.7.4 Controlling

Controlling is the measuring and correcting the activities of subordinates to ensure that events conform to plans. It deals with setting standards such as sales quota, qualities standards all production levels, checking to see how actual performance compares with these standards and taking corrective action if and when needed. Compelling the events of conform to plans requires locating the person or people responsible for negative deviation from planned actions and taking steps to improve their performances. Therefore, things are controlled by controlling what people do.

2.7.5 Staffing

Staffing is the core of human resources management. It involves when deciding what type of people should be hired, recruiting prospective employees, selecting employees, setting performance standards, compensating employees, evaluating performance, counseling employees, training and developing employees. The staff of an organization is usually divided into different sections or departments with each section given responsibility of a set of goals.

CHAPTER THREE

SYSTEM ANALYSIS AND DESIGN

3.1 Analysis of the Existing System

According to the personnel manager interviewed, the process is being carried out manually on paper and stored in filing cabinets within the company's premises.

3.1.1 Merits of the Existing System

It is relatively easy to set up as no technical expertise is required.

3.1.2 Demerits of the Existing System

1. Too often, personnel files are not well kept. Storage rooms are often overcrowded and security inadequate.
2. Many registries have no means of finding who has a file at any particular time, and files cannot be retrieved without a major search being launched. The result is large amounts of staff time being wasted.
3. Indexing procedures are not always in place and file tracking systems are often lacking.
4. There is a tendency for duplicate files to proliferate.
5. Poor report generating techniques abound.

3.2 The Proposed System

Upon the examination of the problems of the existing system used by the organization, a system to solve these problems and introduce extra functionality to the Personnel Records Management unit of the company was proposed. The proposed system has the following characteristics and merits:

- i. It will be based on a microcomputer or personal computer
- ii. All relevant information will be stored in a Structured Query Language (SQL) database on the PC
- iii. It will provide an easy to use interface that allows the following operations:
 - Easy storage of new employee's information
 - Easy to update information on existing employees
 - Easy to retrieve employee information by querying the database
 - Eliminates the possibility of security breaches by requiring the use of usernames and password before information can be accessible or updated
 - Ability to create reports on specific employees

3.3 System Design

With the findings from the system analysis, the next step would be the provision of solution to these problems. This stage involves the process or art of defining the architecture, components, modules, interfaces, and data for a system to satisfy specified requirements

3.4 Security Lock Screen

After entering correct password, a dialog box will display "correct password click ok to continue". This gives an authorization to the use of Personnel Records Management Package. The password used in this project is "ODE". Figure 3.1 below is the password screen

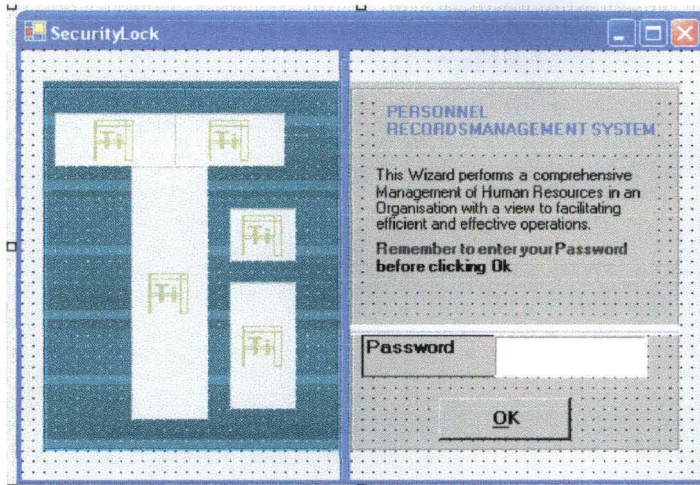


Figure 3.1: The Security Lock Screen

3.5 Main Menu

The main menu of this project consists of five basic sections, namely: Registry, Promotion, Training, Daily Attendance, and Query. The figure 3.2 shows the details

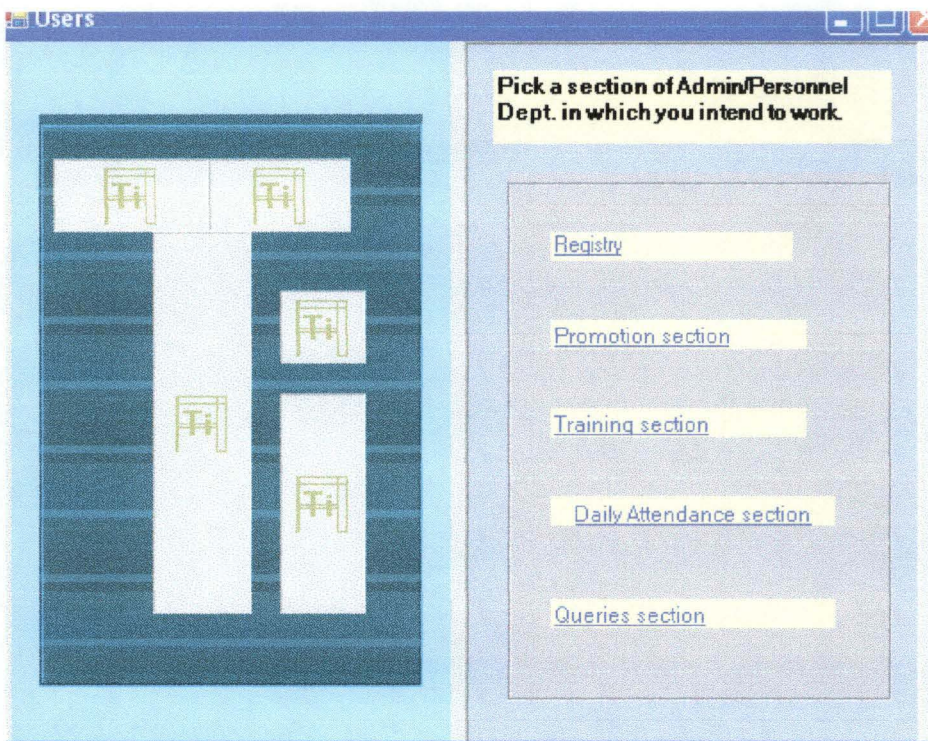


Figure 3.2: The Main Menu

3.5.1 The Registry Section

This section consists of registry tasks such as File, Update data, Information, Nominal Roll and Exit. Figure 3.3 gives the details of registry tasks and figure 3.3 shows the update data.

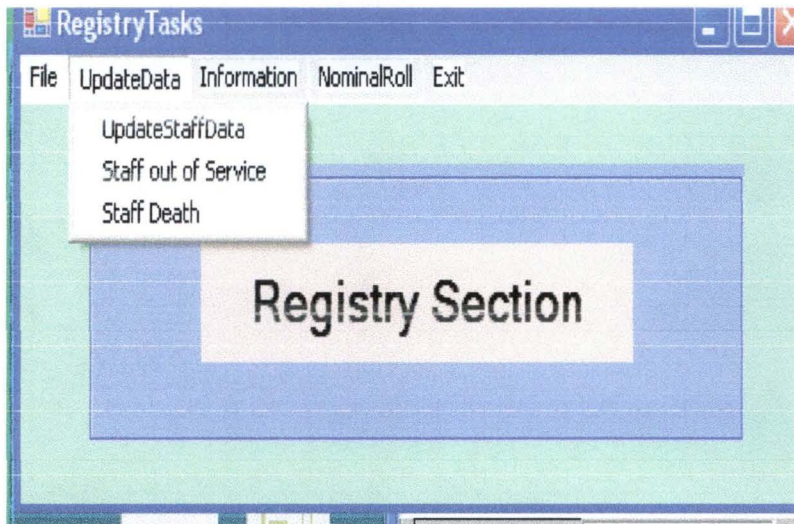


Figure 3.3: The Registry Section Tasks

The screenshot shows a window titled "StaffBioDataUpdate" with a form for updating employee data. The form is divided into several sections:

- Employee File No:** pf203
- Personal Information:** Last Name: Odedele, First Name: Timothy, Middle Name: Oladole, Date Employed: 29th March 1990, Date of Birth: 29th April 1958, sex: Male, Marital status: Married.
- Educational Qualifications:** Name of Institution: University of Ibadan, Course Studied: petroleum engineering, Qualification (with Date): B.SC, 1984.
- Contact Information:** Contact Address: C/o Gidan Aliyu Ndanusa, Bosso Road Minna, Phone No: 08032249206, Email: Odedelemrdc@yahoo.com, state: Osun, City: Osogbo, LGA: Igborno.
- Next of Kin:** Name: Mrs F.O Odedele, Relationship: Wife, Contact Address: Akeju Area Osogbo.
- Professional Qualifications (with Dates):** A table with 3 rows for listing qualifications.
- Staff Details:** Division: MEDD, Dept: TDD, Rank: Chief Science, Level: HATISS 13 step 7, Staff Cadre: Senior staff, Salary: =N=467,000.00/a.

Figure 3.4: The Update Employee Data

3.5.2 The Promotion Section

This section performs the following tasks:- Promotion History Compilation, Update Promotion Records, Compilation of Staff Due for Promotion, Request for Information, View Nominal Roll and Staff Bio data information. The figure 3.5 shows the promotion tasks.

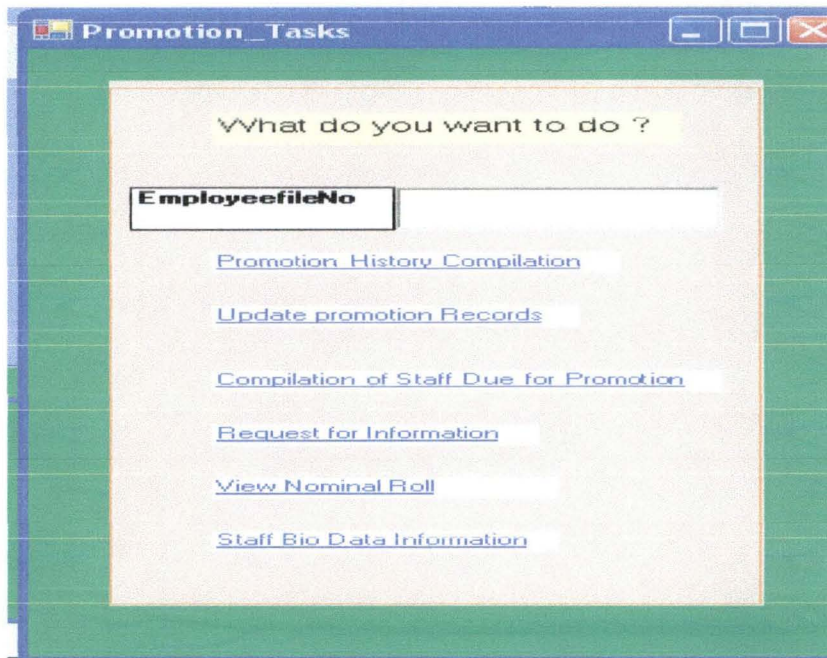


Figure 3.5: The Promotion Section Tasks.

3.5.3 The Training Section

The training section tasks are the following: - Open a file, Training history, Update training records, Compilation of staff due for training, Request for information, View Nominal Roll and Staff Bio data information. The figure 3.6 below shows the details.

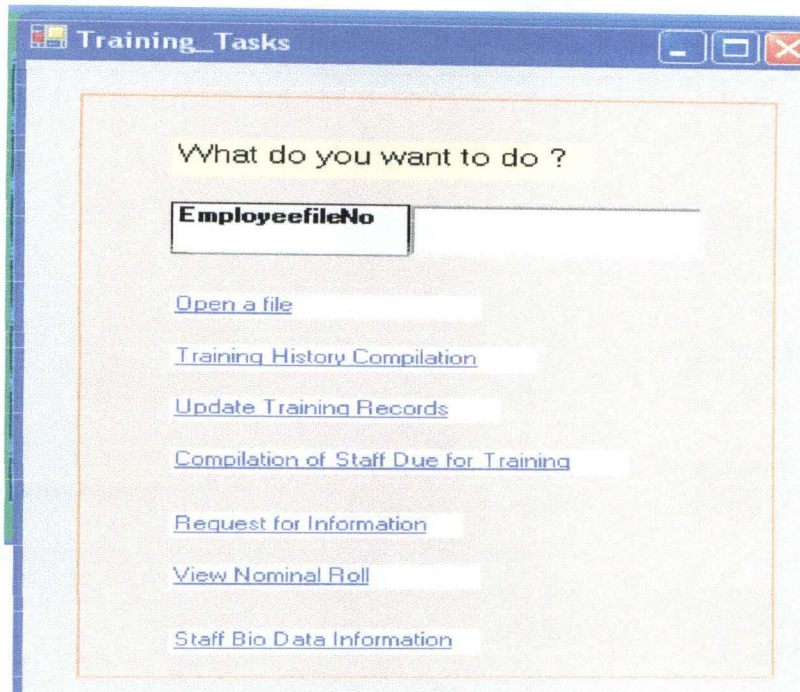


Figure 3.6: The Training Section Tasks

3.5.4 The Daily Attendance Section

The figure 3.7 shows the Daily Attendance Compilation and View Nominal Roll.

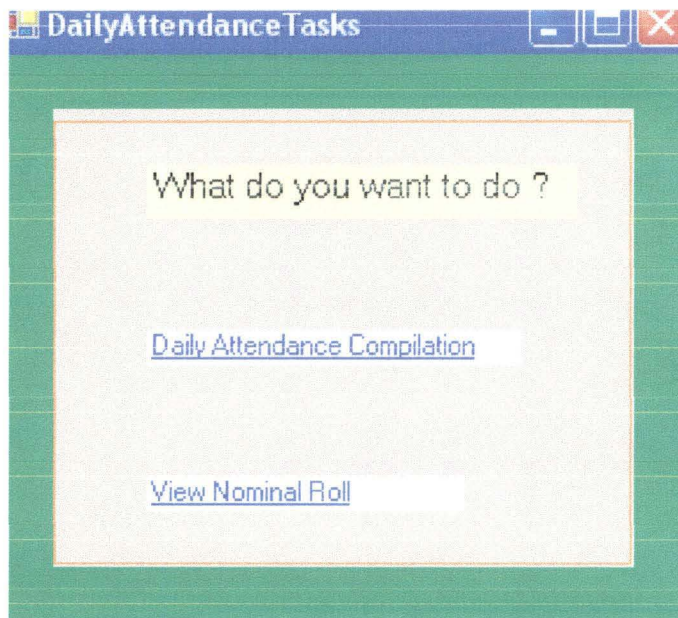


Figure 3.7: The Daily Attendance Tasks

3.5.5 The Query Section

The Query section consists of the following documentation tasks:- Query history compilation, Update query records, Request for information, View Nominal Roll and Staff Bio data information. Figure 3.8 shows the details.

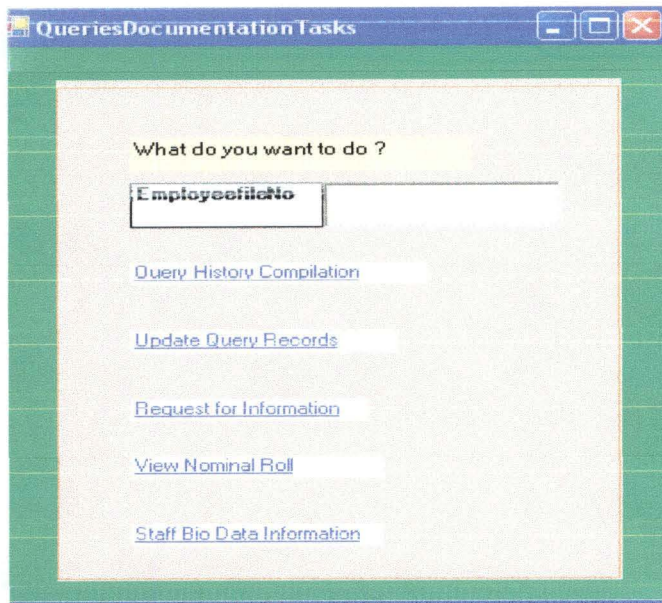


Figure 3.8: The Queries Documentation Tasks.

3.6 Input Design

The system is designed to accept input from the keyboard and transfer it into the database created for storing input and processed data. The Structure Query Language (SQL) is the Database Management System (DBMS) will be used to store employees' data. The database designs have the following tables below:

Table 3.1: Security Lock

Field Name	Data Type
Password	Alphanumeric

Table 3.2: Personnel Records

Field Name	Data Type
Personnel ID	Alphanumeric
Name	Text
Surname	Text
Sex	Text
Date of Birth	Date/Time
Phone Number	Numeric
Department	Alphanumeric
State of Origin	Text
Country	Text
E-mail Address	Text
Address	Memo
Post	Text
Date of Hire	Date/Time
Passport	Object
Marital Status	Text
Level	Numeric
Step	Numeric
Date of First Appointment	Date/Time
Date of Present Appointment	Date/Time

3.7 SYSTEM FLOWCHART

This represents a diagrammatic or graphical representation of the program. It shows the basic logic behind the system. This gives the programmer a general idea of the anticipated program, and also serves as the foundation upon which the actual software is built. This shows the overall operation in the proposed system.

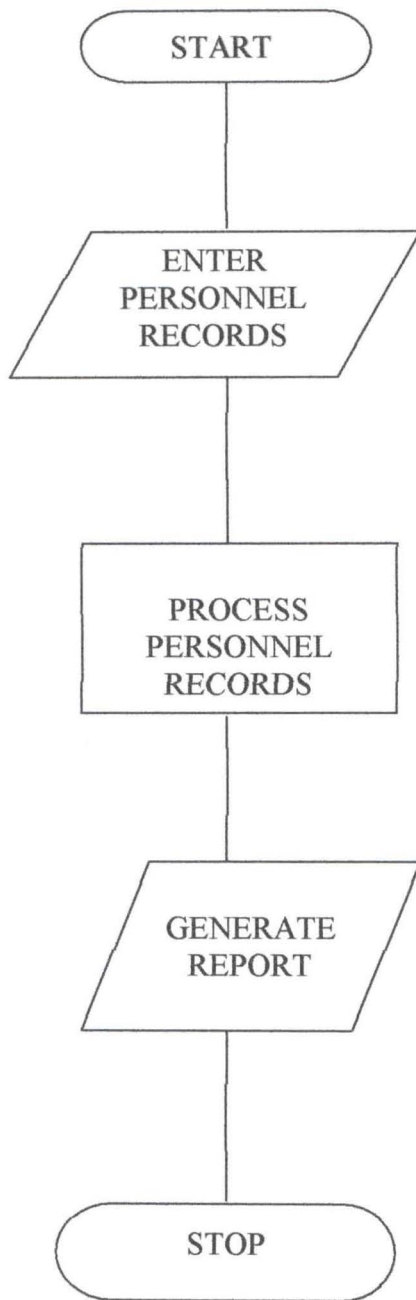


Figure 3.9: System's Flowchart

CHAPTER FOUR

SYSTEM DEVELOPMENT AND IMPLEMENTATION

4.1 Software Development

Software Development is the process of creating software. At first glance to a developer - this is the coding process. This is when we sit down with the computer and start to write codes that are later processed (compiled, linked etc.) and become the actual software that is used by the end user.

In a small one person project it is common for developers to go directly into coding and then test their code. They are using common divide and conquer, then trial and error testing. But for significant size software development trial and error method will be expensive. This is because large size project normally involve more developers.

4.2 Stages of System Development Life Cycle (Sdlc)

The System Development is the interactive process which consists of the following stages:-

1. Preliminary Investigation
2. System Analysis
3. System Design
4. System Coding
5. Testing
6. System Implementation and Maintenance.

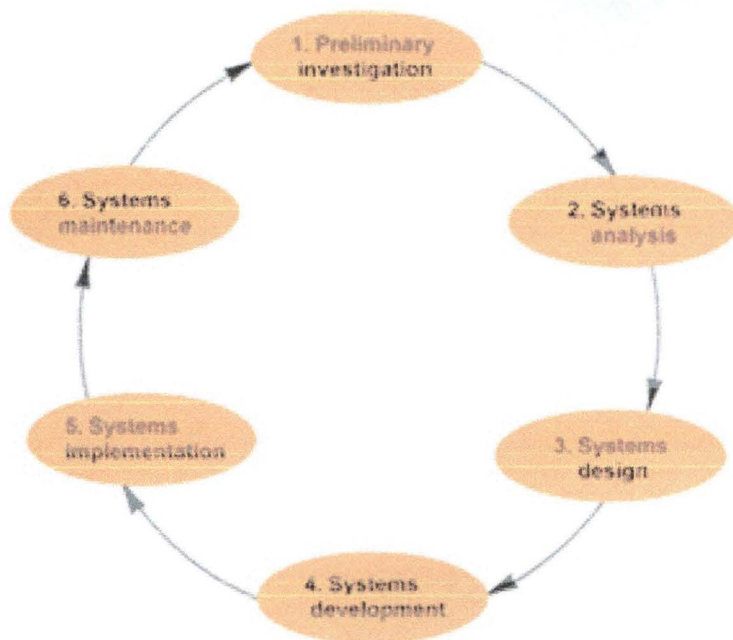


Diagram 4.2 System Development Life Cycle

- a) **Preliminary Investigation:** One of the most tedious tasks is to recognize the real problem of the pre-installed system. This involves spending hours and days for understanding the fault in the system. This is the first stage of the development of the system. In this stage the analyst conducts a survey by gathering all the available information needed for the system elements e.g. data collection, interview, forms and files and allocation of the requirements of the software.

- b) **Analysis of Existing System:** System analysis is the process of investigating a system, identifying problems, and using the information to recommend improvements to the system. In System Analysis more emphasis is given to understanding the details of an existing system or a proposed one and then deciding whether the proposed system is desirable or not and whether the existing system needs improvements.

- c) **System Design:** This involves making a number of designs of the system on paper and on the computer and see to it that the rough image made of the system comprises all the requirements or not. Once this is done, we select and finalize the best suited design for the development of the system.

- d) **System Coding:** This is the stage the design is translated to code or programs in such a way it in machine readable form. The coding step is very time consuming and involves a number of rooms for tries and errors.

- e) **System Testing:** Once through with the coding stage then the system undergoes a number of tests to see to it that it is working as per the expectations or not. Corrections of flaws in the system if any are done here.

- f) **System Implementation:** This is one of the most vital phases, as in this phase the developer actually gives the system to the customer and expects a positive feedback.

- g) **System Maintenance:** The last stage of the System development is that of maintaining the system and seeing it working within the standards set. That is to maintain the system by removing the defects of flaws occurred.

In this project, the software development contains modules and forms development, which includes:

- ❖ **Frmsplash:** This form displays the welcome screen; it contains the title of the project and other information about the student.

- ❖ **Frmsecurity:** This is password screen. This form gives access to the software. Without the password we cannot gain access to the software.
- ❖ **Frmattend:** This form monitors the attendance of all employees in the establishment.
- ❖ **Frmmain:** This is the main menu form. It contains several menus that can be navigated to perform various events.
- ❖ **Frmpicture:** This form is used for employee's photograph to be stored in the database.
- ❖ **FrmBiodata:** This form is used for filling employee's biodata and this information is stored directly into the database.
- ❖ **Frmregister:** This form is used in storing all information about new employee's.
- ❖ **Frmplayslip:** This form is used for preparing the pay slip of all employees every month.
- ❖ **Main Module:** This consists of global declaration (that is all variables declaration that are used in the program).

4.3 Implementation Procedure

This stage involves the execution of the newly proposed system. It entails testing and documentation of the program. It includes the system requirements; that is, hardware and software for it to perform effectively. The retrospective conversion of paper records into the new system and its subsequent maintenance. A good implementation will seek feedback from users and hence monitor progress in its implementation.

In line with any profession's software, this system would require up-to-date computer systems, printers as well as skilled human resources for effective management. Therefore the availability of these requirements would ensure a smooth installation and usage of the newly proposed system.

4.4 Conversion Work

This involves converting from old system to the new developed system. The following are the conversion work:

- **Direct/Crash change over:** This is a method whereby the old system is discarded and the new system become operational immediately.
- **Parallel Running:** It is a method whereby the old and new systems are run in parallel for a specified period of time. It enables cross checking to be carried out between the old and new systems in order to determine the satisfaction of the performance.
- **Phased change over:** This involves the implementation of the new system in a phase or stage when is too large to cover at a time.
- **Pilots Running:** This approach works best when the new system is small in scope or is one that operates as a number of identical systems in different parts of organization. This way, it is possible to observe the performance of the system in one of the organization before installing it in the others. It minimizes the risk of changing every thing at once and provides a good test of the system operational reliability.

4.5 System Requirement

The system requirements could be divided into two, namely hardware and software requirements.

4.5.1 Hardware and Software Requirement

For effective and efficient utilization of this application the hardware and software intended for usage should at least have the following configurations:-

- A hard disk with at least 3 Gigabytes of free space
- A monitor (with VGA).
- At least 128mb of RAM
- Minimum processor speed of 1500MHz
- At least one CD-ROM drive (for installations).
- A mouse and Keyboard.
- A compatible printer.
- Windows 95 operating system and above.
- UPS (Uninterruptible power supply).

4.6 System Installation

The software can be installed off a CDROM by navigating to the root directory of the CD and running the “set up” program. The installation process is fully automated.

4.7 Starting the Package

After installation, the package can be launched using the following steps:

- Click on the “start” button
- Select “program” from the pull menu
- Navigate to the “PERSONNEL RECORDS MANAEMENT SYSTEM” and select it. This will start the application

- Alternatively, the program can be launched from a short cut icon on the desktop. Upon launching, the program displays a log on dialog box where users are expected to enter their user's name and password.

4.8 The Output

An important part of any good system is its ability to generate timely and adequate report to aid decision making by top management. The reports being generated in this project are:- Employee Biodata, Employees Due for Promotion, Employee Promotion Information, Employee Due for Training, Attendance Log, Employee Query Information and these reports were automatically loaded into Microsoft Excel for the print out. The tables below show the details.

EMPLOYEE BIO DATA							
EmployeeNo	Lastname	firstname	Middlename	Department	Division	Date of Birth	Sex
pf301	ADELANA	Sola	Oladele	TDD	MEDD	25th Febuary 1960	Male
pf302	ADESOLA	Sunday	Olawale	TDD	MEDD	08th June 1958	Male
pf303	EDUNRO	Titilola	Ruth	TDD	MEDD	2nd August 1979	Female
pf304	HAMMED	Dopemu	Subulade	TDD	MEDD	10th July 1978	Male
pf305	OGUNKOLA	Gbenga	Abel	TDD	MEDD	17th October 1979	Male
pf306	CHIKA	Nkechi	gloria	TDD	MEDD	3/3/1961	Female
pf307	ONU	ike	martin	TDD	MEDD	1/4/1962	Male
pf308	OJOJO	femi	alalade	TDD	MEDD	2/4/1964	Male
pf309	IRAMU	musiliu	sule	PCD	PPD	9/9/1961	Male
pf310	LARA	Omoloo	Omotule	RCD	RDD	12/12/1958	Female
pf311	OMODE	segun	yeye	TDD	MEDD	12/13/1980	Male
pf312	MAXWEL	maxes	ojukwu	RCD	RDD	02/3/170	Male
pf313	ALONGE	kemi	omo	TDD	MEDD	3/3/1971	Female
pf314	MARTINS	ike	iyeme	RCD	RDD	9/5/1984	Male
pf315	TSADO	isreal	okunu	RCD	RDD	19/2/1987	Male

4.8.1: Employee Biodata

EMPLOYEE BIO DATA						
DateEmployed	Marital Status	Contact Address	State	City	Local Govt Area	PhoneNo
12th March 1990	Married	Post Office Road Ilorin	Kwara	Ilorin	Kwara East	8056749286
12th March 1990	Married	No 12, More Ile Ife	Osun	Ife	Ife Central	8022249286
25th September 2002	Married	Orita kobo Ikire	Osun	Ikire	Ayedade	8036349286
5th Jan 1992	Married	NO 31, Opebi ikeja Lagos	Lagos	Ikeja	Ikeja	8056249286
5th April 2007	Single	Off Peter Ajibola Street Alekuwodu, Osogbo	Osun	Osogbo	Osogbo	8032459286
12/3/1996	Married	Imo state house, owerri	imo	Owerri	imo west	8032265743
12/12/1996	Single	Opp. Imimie Restuarant, anambra	anambra	onitsha	opiweka	80245349286
3/4/1995	Married	idi ape memorial grammar school	oyo	ibadan	ibadan west	8078659286
5/9/1994	Single	No. 21 taiwo isale, ilorin	kwara	ilorin	ilorin	809393939
9/9/1991	Married	Okene main bus park, okene	Kogi	Okene	Okene	8032456286
28/3/1999	Single	Ile agayayamu, ogbomoso	oyo	Ogbomoso	ogbomoso south	8032456286
1/1/1997	Married	C/o meenas saloon, enugu	Enugu	enugu	imulare	8032249286
12/12/001	Single	Olologe martins estate, ondo	ondo	modakeke	modakeke west	8032243456
12/12/2004	Single	No. 22, ipejulan street, imo	imo	owerri	ologoromi	8032256743
12/12/2008	Single	C/o Gidan Matasa ,Bosso Road Minna	niger	minna	minna west	80333349286
4.8.1: Employee Biodata Contd						

EMPLOYEE BIO DATA				
Email	Institution	Qualification	Discipline	Name of Next of kin
adelanarmrdc@yahoo.com	University of Ibadan	B.SC,1986	ChemicalEngineering	Mrs O.O Adelana
adesola_go@yahoo.com	ABU	B.SC,1985	Chemistry	Mrs F.T Adesola
biglolly@yahoo.com	Federal Polytechnic Ede	HND,1996	Computer Science	Mr. Edunro
dopemuham@yahoo.com	University of Ibadan	B.SC,2000	Electrical/ElectronicEngineering	Mrs. Hammed
gbegene_23@yahoo.com	Federal Polytechnic Ofa	HND, 2004	Insurance	Mrs. M.A Kolawole
nke@Yahoo.com	University of Ibadan	B.SC,1990	petroleumEngineering	Mrs O Chika
anarmrdc @Yahoo.com	University of Ilorin	B.SC,1990	petroleumEngineering	Onu Jacobs
Odedpe@Yahoo.com	ABU	B.SC,1991	petroleumEngineering	Mr. femi Alalde
Olori77@Yahoo.com	ATBU	B.SC,1992	ChemicalEngineering	Mrs Iramu V.
lara @Yahoo.com	FUT Minna	B.Tech,1980	ChemicalEngineering	Mrs folawiyo T.
Omosege@Yahoo.com	Bida Poly	HND 1995	Computer Science	Mrs F.O omode
Odedutjj@Yahoo.com	The Federal Poly, Ede	HND, 1990	AgricEngineering	Mr F.O Maxwell
Odedelermrdc @Yahoo.com	University of Ibadan	B.SC, 1990	Computer Science	Mrs F.O ayetotoro
matini@Yahoo.com	Kwara Poly	HND 1998	Agriculture	Ajax Martins
tsadoo@Yahoo.com	Bida poly	HND,1997	Electrical/ElectronicEngineering	Emmanuel Tsado
4.8.1: Employee Biodata Contd				

EMPLOYEE BIO DATA				
Address of Next of kin	Relationship	Staffcategory	Rank	Grade Level
Post Office Road Ilorin	Wife	Senior staff	Chief Science Officer	HATISS 13 step 6
No 12, More Ile Ife	Wife	Senior staff	Chief Science Officer	HATISS 13 step 7
Orita kobo Ikire	Husband	Junior staff	Scientist	HATISS 9 step 5
NO 31, Opebi ikeja Lagos	Wife	Senior staff	Asst Chief Science Officer	HATISS 12 step 7
Dada Estate Area Osogbo	Sister	Junior staff	Scientific Officer I	HATISS 9 step 7
No. 22 Owerri, main market	Sister	junior staff	Science Officer I	HATISS 9 step 7
Opp. Imimie Restuarant, anambra	Brother	Junior staff	Science Officer I	HATISS 9 step 8
idi ape memorial grammar school	Father	Junior staff	Science Officer I	HATISS 8 step 8
Ile olupopo, sango, ilorin	mother	junior staff	Science Officer	HATISS 7 step 7
bhind central bank, okene	mother	Senior staff	Deputy Director	HATISS 14 step 7
Akeju Area Osogbo	mother	Junior staff	Science Officer	HATISS 06 step 7
C/o meenas saloon, enugu	Father	junior staff	Science Officer	HATISS 7 step 7
Akeju Area Osogbo	Sister	Junior staff	Science Officer	HATISS 08 step 7
No. 33, off street line, imo	Father	Junior staff	Science Officer	HATISS 7 step 7
C/o Gidan Matasa ,Bosso Road Minna	Father	Junior staff	Science Officer	HATISS 7 step 7
4.8.1: Employee Biodata Contd				

CHAPTER FIVE

RECOMMENDATION, SUMMARY AND CONCLUSIONS

5.1 Extent of Achievement of Objectives

To recap the objectives at the onset of this project were to create a PRMS tool that will enable personnel managers to:-

1. Guide and inform decision making process
2. Provide effective and efficient means for storing and retrieving employees information
3. Monitor employees' training, development and transfer
4. Provide information for recommending employee for promotion or re deployment
5. Assist the personnel manager in staff recruitment notifier of vacancies and promotes staff discipline
6. Log and track general employee attendance
7. Generate report on demand and allow inquiry to be made

From the function built into this application and also based on the reaction of the users of the application, it is safe to say that the package has fully accomplished all the objectives it was designed to accomplish.

5.2 Project Summary

In chapter one, we looked at the role of record management in organizations and the present trends associated to personnel record management. We also studied the various problems faced by record managers in relation to manual record keeping. The purpose of the study is developing a system to enhance speedy record management, avoid loss of records, reduce redundancy and allows easy retrieval of records in the handling of personnel records in organizations.

In chapter two, we looked at the impact of electronic record keeping, the history of computerization in Nigeria and its challenges. The chapter also highlighted the various common factors limiting effective computerization in Nigeria, definition of management and its process.

Chapter three focused inwardly on the analysis of the existing system, its merits, demerits and also the design of a new/proposed system, input design and the system flowchart.

Chapter four describes the system development, stages of software development life cycle, system implementation; conversion work, hardware/software requirement and how to start the package were also stressed.

While chapter five focused on the extent of achievement of objectives, project summary, recommendations and conclusions.

5.3 Conclusion

The advent of computers in Nigeria has been more of a blessing than problem. Information technology has no doubt transformed the way information resources are now been handled. Computerization/ automation of office routine is one of its greatest achievements. Office tasks and routines are now better accomplished with the aid of computers and other related technology.

The introduction of computerized personnel record management system would go a long way in transforming the way personnel data are been kept and managed in the organizations. This project is designed to meet the objectives of a standard personnel record system as such should be able to reduce a lot of problems been faced in the manual record system. If this application is properly utilized then the management of personnel records in the organization would be more efficient and effective.

5.4 Recommendation

The aim of every personnel manager is to have facilities that will automate their operations efficiently and also have a cordial relationship with his staff. So therefore, it is strongly recommended that users should be given a brief introduction to the working of the package in order to ensure effective use of the package and also speed up their operations.

References

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Enwere, J.C. (1992) "Records Management in Nigeria", *Nigeria Organization and Information Science Review*, 10(1/2), pg. 61-7.

Ezechukwu, Josephine I (1988) "Survey of Computer and Microcomputer Usage in Nigerian Industries", B.Eng. Project Report, Dept. of Electronic Engineering, University of Nigeria, Nsukka. Google Search.

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Appendix A

Program Code

```
Public Class Training_Tasks
    Inherits System.Windows.Forms.Form
```

```
#Region " Windows Form Designer generated code "
```

```
    Public Sub New()
        MyBase.New()
```

```
        'This call is required by the Windows Form Designer.
        InitializeComponent()
```

```
        'Add any initialization after the InitializeComponent() call
```

```
    End Sub
```

```
    'Form overrides dispose to clean up the component list.
```

```
    Protected Overrides Sub Dispose(ByVal disposing As Boolean)
```

```
        If disposing Then
```

```
            If Not (components Is Nothing) Then
                components.Dispose()
```

```
            End If
```

```
        End If
```

```
        MyBase.Dispose(disposing)
```

```
    End Sub
```

```
    'Required by the Windows Form Designer
```

```
    Private components As System.ComponentModel.IContainer
```

```
    'NOTE: The following procedure is required by the Windows Form Designer
```

```
    'It can be modified using the Windows Form Designer.
```

```
    'Do not modify it using the code editor.
```

```
    Friend WithEvents LinkLabel4 As System.Windows.Forms.LinkLabel
```

```
    Friend WithEvents LinkLabel3 As System.Windows.Forms.LinkLabel
```

```
    Friend WithEvents LinkLabel2 As System.Windows.Forms.LinkLabel
```

```
    Friend WithEvents LinkLabel1 As System.Windows.Forms.LinkLabel
```

```
    Friend WithEvents Label1 As System.Windows.Forms.Label
```

```
    Friend WithEvents GroupBox1 As System.Windows.Forms.GroupBox
```

```
    Friend WithEvents LinkLabel6 As System.Windows.Forms.LinkLabel
```

```
    Friend WithEvents LinkLabel5 As System.Windows.Forms.LinkLabel
```

```
    Friend WithEvents dlgOpenFile As System.Windows.Forms.OpenFileDialog
```

```
    Friend WithEvents Label2 As System.Windows.Forms.Label
```

```
    Friend WithEvents TextBox2 As System.Windows.Forms.TextBox
```

```
    Friend WithEvents LinkLabel7 As System.Windows.Forms.LinkLabel
```

```
    <System.Diagnostics.DebuggerStepThrough()> Private Sub
```

```
InitializeComponent()
```

```
    Me.LinkLabel4 = New System.Windows.Forms.LinkLabel
```

```
    Me.LinkLabel3 = New System.Windows.Forms.LinkLabel
```

```
    Me.LinkLabel2 = New System.Windows.Forms.LinkLabel
```

```
    Me.LinkLabel1 = New System.Windows.Forms.LinkLabel
```

```
    Me.Label1 = New System.Windows.Forms.Label
```

```
    Me.GroupBox1 = New System.Windows.Forms.GroupBox
```

```
    Me.LinkLabel6 = New System.Windows.Forms.LinkLabel
```

```
    Me.LinkLabel5 = New System.Windows.Forms.LinkLabel
```

```
    Me.dlgOpenFile = New System.Windows.Forms.OpenFileDialog
```

```
    Me.Label2 = New System.Windows.Forms.Label
```

```
    Me.TextBox2 = New System.Windows.Forms.TextBox
```

```
    Me.LinkLabel7 = New System.Windows.Forms.LinkLabel
```

```
    Me.GroupBox1.SuspendLayout()
```

```
    Me.SuspendLayout()
```

```
    '
```

```
    'LinkLabel4
```

```
    '
```

```
    Me.LinkLabel4.BackColor =
```

```
System.Drawing.SystemColors.ControlLightLight
```

```
    Me.LinkLabel4.Location = New System.Drawing.Point(40, 264)
```

```
    Me.LinkLabel4.Name = "LinkLabel4"
```

```
    Me.LinkLabel4.Size = New System.Drawing.Size(128, 16)
```

```
    Me.LinkLabel4.TabIndex = 10
```

```

Me.LinkLabel4.TabStop = True
Me.LinkLabel4.Text = "Request for Information"
'
'LinkLabel3
'
Me.LinkLabel3.BackColor =
System.Drawing.SystemColors.ControlLightLight
Me.LinkLabel3.Location = New System.Drawing.Point(40, 224)
Me.LinkLabel3.Name = "LinkLabel3"
Me.LinkLabel3.Size = New System.Drawing.Size(200, 16)
Me.LinkLabel3.TabIndex = 9
Me.LinkLabel3.TabStop = True
Me.LinkLabel3.Text = "Compilation of Staff Due for Training"
'
'LinkLabel2
'
Me.LinkLabel2.BackColor =
System.Drawing.SystemColors.ControlLightLight
Me.LinkLabel2.Location = New System.Drawing.Point(64, 208)
Me.LinkLabel2.Name = "LinkLabel2"
Me.LinkLabel2.Size = New System.Drawing.Size(144, 16)
Me.LinkLabel2.TabIndex = 8
Me.LinkLabel2.TabStop = True
Me.LinkLabel2.Text = "Update Training Records"
'
'LinkLabel1
'
Me.LinkLabel1.BackColor =
System.Drawing.SystemColors.ControlLightLight
Me.LinkLabel1.Location = New System.Drawing.Point(40, 160)
Me.LinkLabel1.Name = "LinkLabel1"
Me.LinkLabel1.Size = New System.Drawing.Size(160, 16)
Me.LinkLabel1.TabIndex = 7
Me.LinkLabel1.TabStop = True
Me.LinkLabel1.Text = "Training History Compilation"
'
'Label1
'
Me.Label1.BackColor = System.Drawing.Color.FromArgb(CType(255,
Byte), CType(255, Byte), CType(192, Byte))
Me.Label1.Font = New System.Drawing.Font("Microsoft Sans Serif",
11.25!, System.Drawing.FontStyle.Regular, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
Me.Label1.Location = New System.Drawing.Point(64, 48)
Me.Label1.Name = "Label1"
Me.Label1.Size = New System.Drawing.Size(184, 24)
Me.Label1.TabIndex = 6
Me.Label1.Text = "What do you want to do ?"
'
'GroupBox1
'
Me.GroupBox1.BackColor = System.Drawing.Color.FromArgb(CType(255,
Byte), CType(224, Byte), CType(192, Byte))
Me.GroupBox1.Controls.Add(Me.LinkLabel7)
Me.GroupBox1.Controls.Add(Me.Label2)
Me.GroupBox1.Controls.Add(Me.TextBox2)
Me.GroupBox1.Controls.Add(Me.LinkLabel6)
Me.GroupBox1.Controls.Add(Me.LinkLabel5)
Me.GroupBox1.Controls.Add(Me.LinkLabel3)
Me.GroupBox1.Controls.Add(Me.LinkLabel1)
Me.GroupBox1.Controls.Add(Me.LinkLabel4)
Me.GroupBox1.Location = New System.Drawing.Point(24, 16)
Me.GroupBox1.Name = "GroupBox1"
Me.GroupBox1.Size = New System.Drawing.Size(304, 368)
Me.GroupBox1.TabIndex = 11
Me.GroupBox1.TabStop = False
'
'LinkLabel6

```

```

    Me.LinkLabel6.BackColor =
System.Drawing.SystemColors.ControlLightLight
    Me.LinkLabel6.Location = New System.Drawing.Point(40, 336)
    Me.LinkLabel6.Name = "LinkLabel6"
    Me.LinkLabel6.Size = New System.Drawing.Size(136, 16)
    Me.LinkLabel6.TabIndex = 1
    Me.LinkLabel6.TabStop = True
    Me.LinkLabel6.Text = "Staff Bio Data Information"
    'LinkLabel5
    Me.LinkLabel5.BackColor =
System.Drawing.SystemColors.ControlLightLight
    Me.LinkLabel5.Location = New System.Drawing.Point(40, 296)
    Me.LinkLabel5.Name = "LinkLabel5"
    Me.LinkLabel5.Size = New System.Drawing.Size(136, 16)
    Me.LinkLabel5.TabIndex = 0
    Me.LinkLabel5.TabStop = True
    Me.LinkLabel5.Text = "View Nominal Roll"
    'Label2
    Me.Label2.BackColor = System.Drawing.SystemColors.ControlLightLight
    Me.Label2.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
    Me.Label2.Font = New System.Drawing.Font("Microsoft Sans Serif",
8.25!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
    Me.Label2.Location = New System.Drawing.Point(40, 72)
    Me.Label2.Name = "Label2"
    Me.Label2.Size = New System.Drawing.Size(104, 32)
    Me.Label2.TabIndex = 438
    Me.Label2.Text = "EmployeefileNo"
    'TextBox2
    Me.TextBox2.Location = New System.Drawing.Point(144, 72)
    Me.TextBox2.Multiline = True
    Me.TextBox2.Name = "TextBox2"
    Me.TextBox2.Size = New System.Drawing.Size(128, 32)
    Me.TextBox2.TabIndex = 439
    Me.TextBox2.Text = ""
    'LinkLabel7
    Me.LinkLabel7.BackColor =
System.Drawing.SystemColors.ControlLightLight
    Me.LinkLabel7.Location = New System.Drawing.Point(40, 128)
    Me.LinkLabel7.Name = "LinkLabel7"
    Me.LinkLabel7.Size = New System.Drawing.Size(136, 16)
    Me.LinkLabel7.TabIndex = 440
    Me.LinkLabel7.TabStop = True
    Me.LinkLabel7.Text = "Open a file "
    'Training_Tasks
    Me.AutoScaleBaseSize = New System.Drawing.Size(5, 13)
    Me.ClientSize = New System.Drawing.Size(344, 406)
    Me.Controls.Add(Me.LinkLabel2)
    Me.Controls.Add(Me.Label1)
    Me.Controls.Add(Me.GroupBox1)
    Me.Name = "Training_Tasks"
    Me.Text = "Training_Tasks"
    Me.GroupBox1.ResumeLayout(False)
    Me.ResumeLayout(False)

```

End Sub

```

#End Region

Private Sub Training_Tasks_Load(ByVal sender As System.Object, ByVal e
As System.EventArgs) Handles MyBase.Load

End Sub

Private Sub LinkLabel1_LinkClicked(ByVal sender As System.Object, ByVal
e As System.Windows.Forms.LinkLabelLinkClickedEventArgs) Handles
LinkLabel1.LinkClicked
Dim StaffPromotionmenu As New StaffTrainingHistory
StaffPromotionmenu.Show()

StaffPromotionmenu.BackColor = System.Drawing.Color.MintCream

End Sub

Private Sub LinkLabel2_LinkClicked(ByVal sender As System.Object, ByVal
e As System.Windows.Forms.LinkLabelLinkClickedEventArgs) Handles
LinkLabel2.LinkClicked
emplno = TextBox2.Text

dlgOpenFile.FileName = "c:\Documents and settings\User\My
Documents\Visual studio projects\PersonnelRecords\StaffTrainingHist\" &
emplno & ".xls"
dlgOpenFile.Filter = "XLS Files (*.XLS)|*.XLS|All Files (*.*)|(*.*)||"
If dlgOpenFile.ShowDialog() = DialogResult.OK Then
End If
End Sub

Private Sub LinkLabel3_LinkClicked(ByVal sender As System.Object, ByVal
e As System.Windows.Forms.LinkLabelLinkClickedEventArgs) Handles
LinkLabel3.LinkClicked
emplno = TextBox2.Text

Dim myform As New StaffDuefortraining
myform.Show()
myform.BackColor = System.Drawing.Color.MediumSeaGreen
End Sub

Private Sub LinkLabel4_LinkClicked(ByVal sender As System.Object, ByVal
e As System.Windows.Forms.LinkLabelLinkClickedEventArgs) Handles
LinkLabel4.LinkClicked
emplno = TextBox2.Text

dlgOpenFile.FileName = "c:\Documents and settings\User\My
Documents\Visual studio projects\PersonnelRecords\StaffTrainingHist\" &
emplno & ".xls"
dlgOpenFile.Filter = "XLS Files (*.XLS)|*.XLS|All Files (*.*)|(*.*)||"
If dlgOpenFile.ShowDialog() = DialogResult.OK Then
End If
End Sub

Private Sub LinkLabel5_LinkClicked(ByVal sender As System.Object, ByVal
e As System.Windows.Forms.LinkLabelLinkClickedEventArgs) Handles
LinkLabel5.LinkClicked
Dim myform As New StaffEmployed
myform.Show()
myform.BackColor = System.Drawing.Color.MediumSeaGreen
End Sub

Private Sub LinkLabel6_LinkClicked(ByVal sender As System.Object, ByVal
e As System.Windows.Forms.LinkLabelLinkClickedEventArgs) Handles
LinkLabel6.LinkClicked
Dim myform As New StaffBioDataInformation
myform.Show()
myform.BackColor = System.Drawing.Color.MediumSeaGreen
End Sub

```

```

Private Sub LinkLabel7_LinkClicked(ByVal sender As System.Object, ByVal
e As System.Windows.Forms.LinkLabelLinkClickedEventArgs) Handles
LinkLabel7.LinkClicked
    emplno = TextBox2.Text

```

```

    Dim myform As New CreatTrainingExcelFiles
    myform.Show()
    myform.BackColor = System.Drawing.Color.MediumSeaGreen

```

```

End Sub
End Class

```

```

Public Class StaffRegistration
    Inherits System.Windows.Forms.Form

```

```

#Region " Windows Form Designer generated code "

```

```

    Public Sub New()
        MyBase.New()

```

```

        'This call is required by the Windows Form Designer.
        InitializeComponent()

```

```

        'Add any initialization after the InitializeComponent() call

```

```

    End Sub

```

```

    'Form overrides dispose to clean up the component list.
    Protected Overrides Sub Dispose(ByVal disposing As Boolean)

```

```

        If disposing Then
            If Not (components Is Nothing) Then
                components.Dispose()
            End If

```

```

        End If
        MyBase.Dispose(disposing)
    End Sub

```

```

    'Required by the Windows Form Designer
    Private components As System.ComponentModel.IContainer

```

```

    'NOTE: The following procedure is required by the Windows Form Designer
    'It can be modified using the Windows Form Designer.
    'Do not modify it using the code editor.

```

```

Friend WithEvents GroupBox1 As System.Windows.Forms.GroupBox
Friend WithEvents TextBox5 As System.Windows.Forms.TextBox
Friend WithEvents Label7 As System.Windows.Forms.Label
Friend WithEvents TextBox4 As System.Windows.Forms.TextBox
Friend WithEvents Label6 As System.Windows.Forms.Label
Friend WithEvents Button4 As System.Windows.Forms.Button
Friend WithEvents txt1 As System.Windows.Forms.TextBox
Friend WithEvents Label5 As System.Windows.Forms.Label
Friend WithEvents txt2 As System.Windows.Forms.TextBox
Friend WithEvents Label4 As System.Windows.Forms.Label
Friend WithEvents Button3 As System.Windows.Forms.Button
Friend WithEvents Button1 As System.Windows.Forms.Button
Friend WithEvents Label3 As System.Windows.Forms.Label
Friend WithEvents TextBox3 As System.Windows.Forms.TextBox
Friend WithEvents Button2 As System.Windows.Forms.Button
Friend WithEvents TextBox2 As System.Windows.Forms.TextBox
Friend WithEvents Label2 As System.Windows.Forms.Label
Friend WithEvents TextBox1 As System.Windows.Forms.TextBox
Friend WithEvents Label1 As System.Windows.Forms.Label
Friend WithEvents GroupBox5 As System.Windows.Forms.GroupBox
Friend WithEvents dlgSaveFile As System.Windows.Forms.SaveFileDialog
<System.Diagnostics.DebuggerStepThrough()> Private Sub

```

```

InitializeComponent()
    Me.GroupBox1 = New System.Windows.Forms.GroupBox
    Me.TextBox5 = New System.Windows.Forms.TextBox

```



```

Me.Label7 = New System.Windows.Forms.Label
Me.TextBox4 = New System.Windows.Forms.TextBox
Me.Label6 = New System.Windows.Forms.Label
Me.Button4 = New System.Windows.Forms.Button
Me.txt1 = New System.Windows.Forms.TextBox
Me.Label5 = New System.Windows.Forms.Label
Me.txt2 = New System.Windows.Forms.TextBox
Me.Label4 = New System.Windows.Forms.Label
Me.Button3 = New System.Windows.Forms.Button
Me.Button1 = New System.Windows.Forms.Button
Me.Label3 = New System.Windows.Forms.Label
Me.TextBox3 = New System.Windows.Forms.TextBox
Me.Button2 = New System.Windows.Forms.Button
Me.TextBox2 = New System.Windows.Forms.TextBox
Me.Label2 = New System.Windows.Forms.Label
Me.TextBox1 = New System.Windows.Forms.TextBox
Me.Label1 = New System.Windows.Forms.Label
Me.GroupBox5 = New System.Windows.Forms.GroupBox
Me.dlgSaveFile = New System.Windows.Forms.SaveFileDialog
Me.GroupBox1.SuspendLayout()
Me.SuspendLayout()
'
'GroupBox1
'
Me.GroupBox1.BackColor = System.Drawing.Color.FromArgb(CType(255,
Byte), CType(255, Byte), CType(192, Byte))
Me.GroupBox1.Controls.Add(Me.TextBox5)
Me.GroupBox1.Controls.Add(Me.Label7)
Me.GroupBox1.Controls.Add(Me.TextBox4)
Me.GroupBox1.Controls.Add(Me.Label6)
Me.GroupBox1.Controls.Add(Me.Button4)
Me.GroupBox1.Controls.Add(Me.txt1)
Me.GroupBox1.Controls.Add(Me.Label5)
Me.GroupBox1.Controls.Add(Me.txt2)
Me.GroupBox1.Controls.Add(Me.Label4)
Me.GroupBox1.Controls.Add(Me.Button3)
Me.GroupBox1.Controls.Add(Me.Button1)
Me.GroupBox1.Controls.Add(Me.Label3)
Me.GroupBox1.Controls.Add(Me.TextBox3)
Me.GroupBox1.Controls.Add(Me.Button2)
Me.GroupBox1.Controls.Add(Me.TextBox2)
Me.GroupBox1.Controls.Add(Me.Label2)
Me.GroupBox1.Controls.Add(Me.TextBox1)
Me.GroupBox1.Controls.Add(Me.Label1)
Me.GroupBox1.Controls.Add(Me.GroupBox5)
Me.GroupBox1.Location = New System.Drawing.Point(16, 24)
Me.GroupBox1.Name = "GroupBox1"
Me.GroupBox1.Size = New System.Drawing.Size(376, 344)
Me.GroupBox1.TabIndex = 384
Me.GroupBox1.TabStop = False
'
'TextBox5
'
Me.TextBox5.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
Me.TextBox5.Location = New System.Drawing.Point(168, 120)
Me.TextBox5.Multiline = True
Me.TextBox5.Name = "TextBox5"
Me.TextBox5.Size = New System.Drawing.Size(144, 32)
Me.TextBox5.TabIndex = 18
Me.TextBox5.Text = "Oladele"
'
'Label7
'
Me.Label7.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle

```

```

    Me.Label7.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
    Me.Label7.Location = New System.Drawing.Point(56, 120)
    Me.Label7.Name = "Label7"
    Me.Label7.Size = New System.Drawing.Size(112, 32)
    Me.Label7.TabIndex = 17
    Me.Label7.Text = "MiddleName"
    ,
    'TextBox4
    ,
    Me.TextBox4.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
    Me.TextBox4.Location = New System.Drawing.Point(168, 88)
    Me.TextBox4.Multiline = True
    Me.TextBox4.Name = "TextBox4"
    Me.TextBox4.Size = New System.Drawing.Size(144, 32)
    Me.TextBox4.TabIndex = 16
    Me.TextBox4.Text = "Timothy"
    ,
    'Label6
    ,
    Me.Label6.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
    Me.Label6.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
    Me.Label6.Location = New System.Drawing.Point(56, 88)
    Me.Label6.Name = "Label6"
    Me.Label6.Size = New System.Drawing.Size(112, 32)
    Me.Label6.TabIndex = 15
    Me.Label6.Text = "FistName"
    ,
    'Button4
    ,
    Me.Button4.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
    Me.Button4.Location = New System.Drawing.Point(184, 288)
    Me.Button4.Name = "Button4"
    Me.Button4.Size = New System.Drawing.Size(75, 32)
    Me.Button4.TabIndex = 14
    Me.Button4.Text = "&Reset"
    ,
    'txt1
    ,
    Me.txt1.Font = New System.Drawing.Font("Microsoft Sans Serif", 9.0!,
System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point, CType(0,
Byte))
    Me.txt1.Location = New System.Drawing.Point(168, 24)
    Me.txt1.Multiline = True
    Me.txt1.Name = "txt1"
    Me.txt1.Size = New System.Drawing.Size(144, 32)
    Me.txt1.TabIndex = 13
    Me.txt1.Text = "pf203"
    ,
    'Label5
    ,
    Me.Label5.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
    Me.Label5.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
    Me.Label5.Location = New System.Drawing.Point(56, 24)
    Me.Label5.Name = "Label5"
    Me.Label5.Size = New System.Drawing.Size(112, 32)
    Me.Label5.TabIndex = 12
    Me.Label5.Text = "EmployeeNo"
    ,

```

```

        'txt2
        '
        Me.txt2.Font = New System.Drawing.Font("Microsoft Sans Serif", 9.0!,
System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point, CType(0,
Byte))
        Me.txt2.Location = New System.Drawing.Point(168, 56)
        Me.txt2.Multiline = True
        Me.txt2.Name = "txt2"
        Me.txt2.Size = New System.Drawing.Size(144, 32)
        Me.txt2.TabIndex = 11
        Me.txt2.Text = "Odedele"
        '
        'Label4
        '
        Me.Label4.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
        Me.Label4.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
        Me.Label4.Location = New System.Drawing.Point(56, 56)
        Me.Label4.Name = "Label4"
        Me.Label4.Size = New System.Drawing.Size(112, 32)
        Me.Label4.TabIndex = 10
        Me.Label4.Text = "LastName"
        '
        'Button3
        '
        Me.Button3.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
        Me.Button3.Location = New System.Drawing.Point(272, 288)
        Me.Button3.Name = "Button3"
        Me.Button3.Size = New System.Drawing.Size(75, 32)
        Me.Button3.TabIndex = 9
        Me.Button3.Text = "&Next"
        '
        'Button1
        '
        Me.Button1.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
        Me.Button1.Location = New System.Drawing.Point(16, 288)
        Me.Button1.Name = "Button1"
        Me.Button1.Size = New System.Drawing.Size(75, 32)
        Me.Button1.TabIndex = 2
        Me.Button1.Text = "&Add"
        '
        'Label3
        '
        Me.Label3.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
        Me.Label3.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
        Me.Label3.Location = New System.Drawing.Point(56, 216)
        Me.Label3.Name = "Label3"
        Me.Label3.Size = New System.Drawing.Size(112, 32)
        Me.Label3.TabIndex = 7
        Me.Label3.Text = "LGA"
        '
        'TextBox3
        '
        Me.TextBox3.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
        Me.TextBox3.Location = New System.Drawing.Point(168, 216)
        Me.TextBox3.Multiline = True
        Me.TextBox3.Name = "TextBox3"
        Me.TextBox3.Size = New System.Drawing.Size(144, 32)
        Me.TextBox3.TabIndex = 8

```

```

Me.TextBox3.Text = "Ife-North"
'
'Button2
Me.Button2.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
Me.Button2.Location = New System.Drawing.Point(104, 288)
Me.Button2.Name = "Button2"
Me.Button2.Size = New System.Drawing.Size(64, 32)
Me.Button2.TabIndex = 3
Me.Button2.Text = "&cancel"
'
'TextBox2
Me.TextBox2.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
Me.TextBox2.Location = New System.Drawing.Point(168, 184)
Me.TextBox2.Multiline = True
Me.TextBox2.Name = "TextBox2"
Me.TextBox2.Size = New System.Drawing.Size(144, 32)
Me.TextBox2.TabIndex = 6
Me.TextBox2.Text = "Osogbo"
'
'Label2
Me.Label2.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
Me.Label2.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
Me.Label2.Location = New System.Drawing.Point(56, 184)
Me.Label2.Name = "Label2"
Me.Label2.Size = New System.Drawing.Size(112, 32)
Me.Label2.TabIndex = 5
Me.Label2.Text = "City"
'
'TextBox1
Me.TextBox1.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
Me.TextBox1.Location = New System.Drawing.Point(168, 152)
Me.TextBox1.Multiline = True
Me.TextBox1.Name = "TextBox1"
Me.TextBox1.Size = New System.Drawing.Size(144, 32)
Me.TextBox1.TabIndex = 1
Me.TextBox1.Text = "Osun"
'
'Label1
Me.Label1.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
Me.Label1.Font = New System.Drawing.Font("Microsoft Sans Serif",
9.0!, System.Drawing.FontStyle.Bold, System.Drawing.GraphicsUnit.Point,
CType(0, Byte))
Me.Label1.Location = New System.Drawing.Point(56, 152)
Me.Label1.Name = "Label1"
Me.Label1.Size = New System.Drawing.Size(112, 32)
Me.Label1.TabIndex = 0
Me.Label1.Text = "State"
'
'GroupBox5
Me.GroupBox5.BackColor = System.Drawing.SystemColors.InactiveCaption
Me.GroupBox5.Location = New System.Drawing.Point(0, 264)
Me.GroupBox5.Name = "GroupBox5"
Me.GroupBox5.Size = New System.Drawing.Size(456, 8)
Me.GroupBox5.TabIndex = 382

```

```

Me.GroupBox5.TabStop = False
'
'dlgSaveFile
'
Me.dlgSaveFile.FileName = "salRev"
'
'StaffRegistration
'
Me.AutoScaleBaseSize = New System.Drawing.Size(5, 13)
Me.BackColor = System.Drawing.Color.FromArgb(CType(255, Byte),
CType(224, Byte), CType(192, Byte))
Me.ClientSize = New System.Drawing.Size(408, 390)
Me.Controls.Add(Me.GroupBox1)
Me.Name = "StaffRegistration"
Me.Text = "StaffRegistration"
Me.GroupBox1.ResumeLayout(False)
Me.ResumeLayout(False)

```

End Sub

#End Region

```

Private Sub Button1_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles Button1.Click
Dim Dataset1 As New DataSet
Dim EmployeeId As DataTable
EmployeeId = Dataset1.Tables.Add("EmployeeId")
EmployeeId.Columns.Add("EmployeeNo")
EmployeeId.Columns.Add("LastName")
EmployeeId.Columns.Add("FirstName")
EmployeeId.Columns.Add("MiddleName")
EmployeeId.Columns.Add("state")
EmployeeId.Columns.Add("city")
EmployeeId.Columns.Add("LGa")
Dim myRowv As DataRow
Dim Rows(1) As DataRow
myRowv = EmployeeId.Rows.Add(Rows)
myRowv.BeginEdit()
myRowv("EmployeeNo") = txt1.Text

myRowv("LastName") = txt2.Text
myRowv("FirstName") = TextBox4.Text
myRowv("MiddleName") = TextBox5.Text
myRowv("state") = TextBox1.Text

myRowv("city") = TextBox2.Text
myRowv("LGa") = TextBox3.Text
myRowv.EndEdit()
strftxq = txt1.Text
dlgSaveFile.FileName = "c:\Documents and settings\User\My
Documents\Visual studio projects\PersonnelRecords\DataEntry\" & txt1.Text &
".Xml"

```

```

If Not Dataset1 Is Nothing Then
    dlgSaveFile.Filter = "XML Files (*.XML)|*.XML|All
Files (*.*)|(*.*)||"
    If dlgSaveFile.ShowDialog() = DialogResult.OK Then

        Dataset1.WriteXml(dlgSaveFile.FileName)
    End If
End If

```

End Sub

```

Private Sub Button3_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles Button3.Click

```

```

Dim myform As New EmployeeBioData

```

```

myform.Show()

myform.BackColor = System.Drawing.Color.MintCream

End Sub

Private Sub EmployeeIdentity_Load(ByVal sender As System.Object, ByVal e
As System.EventArgs) Handles MyBase.Load
    Me.BackColor = System.Drawing.Color.LightSeaGreen

End Sub

Private Sub Button2_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles Button2.Click
    Me.Close()
End Sub

Private Sub Button4_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles Button4.Click
    txt1.Text = ""
    txt2.Text = ""
    TextBox4.Text = ""
    TextBox5.Text = ""
    TextBox1.Text = ""
    TextBox2.Text = ""
    TextBox3.Text = ""
End Sub
End Class

Public Class StaffPromtionInformation
    Inherits System.Windows.Forms.Form

#Region " Windows Form Designer generated code "

    Public Sub New()
        MyBase.New()

        'This call is required by the Windows Form Designer.
        InitializeComponent()

        'Add any initialization after the InitializeComponent() call

    End Sub

    'Form overrides dispose to clean up the component list.
    Protected Overrides Sub Dispose(ByVal disposing As Boolean)
        If disposing Then
            If Not (components Is Nothing) Then
                components.Dispose()
            End If
        End If
        MyBase.Dispose(disposing)
    End Sub

    'Required by the Windows Form Designer
    Private components As System.ComponentModel.IContainer

    'NOTE: The following procedure is required by the Windows Form Designer
    'It can be modified using the Windows Form Designer.
    'Do not modify it using the code editor.
    Friend WithEvents TextBox1 As System.Windows.Forms.TextBox
    Friend WithEvents Label1 As System.Windows.Forms.Label
    Friend WithEvents TextBox2 As System.Windows.Forms.TextBox
    Friend WithEvents Label2 As System.Windows.Forms.Label
    Friend WithEvents DataGridView1 As System.Windows.Forms.DataGrid

```

```

Friend WithEvents GroupBox1 As System.Windows.Forms.GroupBox
Friend WithEvents SqlConnection1 As System.Data.SqlClient.SqlConnection
Friend WithEvents SqlDataAdapter1 As
System.Data.SqlClient.SqlDataAdapter
Friend WithEvents MainMenu1 As System.Windows.Forms.MainMenu
Friend WithEvents MenuItem1 As System.Windows.Forms.MenuItem
Friend WithEvents MenuItem2 As System.Windows.Forms.MenuItem
Friend WithEvents MenuItem3 As System.Windows.Forms.MenuItem
Friend WithEvents MenuItem4 As System.Windows.Forms.MenuItem
Friend WithEvents SqlCommand1 As System.Data.SqlClient.SqlCommand
Friend WithEvents dlgSaveFile As System.Windows.Forms.SaveFileDialog
Friend WithEvents MenuItem5 As System.Windows.Forms.MenuItem
Friend WithEvents MenuItem6 As System.Windows.Forms.MenuItem
Friend WithEvents MenuItem7 As System.Windows.Forms.MenuItem
Friend WithEvents MenuItem8 As System.Windows.Forms.MenuItem
Friend WithEvents SqlSelectCommand1 As System.Data.SqlClient.SqlCommand
Friend WithEvents SqlInsertCommand1 As System.Data.SqlClient.SqlCommand
<System.Diagnostics.DebuggerStepThrough()> Private Sub
InitializeComponent()
    Me.TextBox1 = New System.Windows.Forms.TextBox
    Me.Label1 = New System.Windows.Forms.Label
    Me.TextBox2 = New System.Windows.Forms.TextBox
    Me.Label2 = New System.Windows.Forms.Label
    Me.DataGrid1 = New System.Windows.Forms.DataGrid
    Me.GroupBox1 = New System.Windows.Forms.GroupBox
    Me.SqlConnection1 = New System.Data.SqlClient.SqlConnection
    Me.SqlDataAdapter1 = New System.Data.SqlClient.SqlDataAdapter
    Me.SqlInsertCommand1 = New System.Data.SqlClient.SqlCommand
    Me.SqlSelectCommand1 = New System.Data.SqlClient.SqlCommand
    Me.MainMenu1 = New System.Windows.Forms.MainMenu
    Me.MenuItem1 = New System.Windows.Forms.MenuItem
    Me.MenuItem2 = New System.Windows.Forms.MenuItem
    Me.MenuItem3 = New System.Windows.Forms.MenuItem
    Me.MenuItem4 = New System.Windows.Forms.MenuItem
    Me.MenuItem5 = New System.Windows.Forms.MenuItem
    Me.MenuItem6 = New System.Windows.Forms.MenuItem
    Me.MenuItem7 = New System.Windows.Forms.MenuItem
    Me.MenuItem8 = New System.Windows.Forms.MenuItem
    Me.SqlCommand1 = New System.Data.SqlClient.SqlCommand
    Me.dlgSaveFile = New System.Windows.Forms.SaveFileDialog
    CType(Me.DataGrid1,
System.ComponentModel.ISupportInitialize).BeginInit()
        Me.SuspendLayout()
        '
        'TextBox1
        '
        Me.TextBox1.Location = New System.Drawing.Point(288, 64)
        Me.TextBox1.Multiline = True
        Me.TextBox1.Name = "TextBox1"
        Me.TextBox1.Size = New System.Drawing.Size(184, 40)
        Me.TextBox1.TabIndex = 21
        Me.TextBox1.Text = "EmployeeNo='pf203'"
        '
        'Label1
        '
        Me.Label1.BackColor = System.Drawing.SystemColors.ControlLightLight
        Me.Label1.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
        Me.Label1.Location = New System.Drawing.Point(160, 64)
        Me.Label1.Name = "Label1"
        Me.Label1.Size = New System.Drawing.Size(128, 40)
        Me.Label1.TabIndex = 20
        Me.Label1.Text = "Lookup Staff"
        '
        'TextBox2
        '
        Me.TextBox2.Location = New System.Drawing.Point(288, 24)
        Me.TextBox2.Multiline = True
        Me.TextBox2.Name = "TextBox2"

```

```

Me.TextBox2.Size = New System.Drawing.Size(184, 40)
Me.TextBox2.TabIndex = 19
Me.TextBox2.Text = "Department='TDD'"
'
'Label2
Me.Label2.BackColor = System.Drawing.SystemColors.ControlLightLight
Me.Label2.BorderStyle = System.Windows.Forms.BorderStyle.FixedSingle
Me.Label2.Location = New System.Drawing.Point(160, 24)
Me.Label2.Name = "Label2"
Me.Label2.Size = New System.Drawing.Size(128, 40)
Me.Label2.TabIndex = 18
Me.Label2.Text = "Lookup Dept"
'
'DataGrid1
Me.DataGrid1.DataMember = ""
Me.DataGrid1.HeaderForeColor =
System.Drawing.SystemColors.ControlText
Me.DataGrid1.Location = New System.Drawing.Point(24, 160)
Me.DataGrid1.Name = "DataGrid1"
Me.DataGrid1.Size = New System.Drawing.Size(592, 288)
Me.DataGrid1.TabIndex = 17
'
'GroupBox1
Me.GroupBox1.BackColor = System.Drawing.Color.FromArgb(CType(255,
Byte), CType(192, Byte), CType(128, Byte))
Me.GroupBox1.Location = New System.Drawing.Point(136, 8)
Me.GroupBox1.Name = "GroupBox1"
Me.GroupBox1.Size = New System.Drawing.Size(368, 128)
Me.GroupBox1.TabIndex = 22
Me.GroupBox1.TabStop = False
'
'SqlConnection1
Me.SqlConnection1.ConnectionString = "workstation id=""YOUR-
FE7FBFA660"";packet size=4096;integrated security=SSPI;initia" & _
"l catalog=HRMagtSystem;persist security info=False"
'
'SqlDataAdapter1
Me.SqlDataAdapter1.InsertCommand = Me.SqlInsertCommand1
Me.SqlDataAdapter1.SelectCommand = Me.SqlSelectCommand1
Me.SqlDataAdapter1.TableMappings.AddRange(New
System.Data.Common.DataTableMapping() {New
System.Data.Common.DataTableMapping("Table", "StaffPromotionHistTable", New
System.Data.Common.DataColumnMapping() {New
System.Data.Common.DataColumnMapping("EmployeeNo", "EmployeeNo"), New
System.Data.Common.DataColumnMapping("LastName", "LastName"), New
System.Data.Common.DataColumnMapping("FirstName", "FirstName"), New
System.Data.Common.DataColumnMapping("MiddleName", "MiddleName"), New
System.Data.Common.DataColumnMapping("Department", "Department"), New
System.Data.Common.DataColumnMapping("Division", "Division"), New
System.Data.Common.DataColumnMapping("YearEmployed", "YearEmployed"), New
System.Data.Common.DataColumnMapping("StaffCategory", "StaffCategory"), New
System.Data.Common.DataColumnMapping("PromotedFrom", "PromotedFrom"), New
System.Data.Common.DataColumnMapping("PromotedTo", "PromotedTo"), New
System.Data.Common.DataColumnMapping("DateofPromotion", "DateofPromotion"),
New System.Data.Common.DataColumnMapping("DateLastPromoted",
"DateLastPromoted"), New
System.Data.Common.DataColumnMapping("PreviousGLevel", "PreviousGLevel")}}})
'
'SqlInsertCommand1
Me.SqlInsertCommand1.CommandText = "[NewInsertProminff]"
Me.SqlInsertCommand1.CommandType =
System.Data.CommandType.StoredProcedure

```



```

        Me.SqlInsertCommand1.Connection = Me.SqlConnection1
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@RETURN_VALUE",
System.Data.SqlDbType.Int, 4, System.Data.ParameterDirection.ReturnValue,
False, CType(0, Byte), CType(0, Byte), "",
System.Data.DataRowVersion.Current, Nothing))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@EmployeeNo",
System.Data.SqlDbType.VarChar, 2147483647, "EmployeeNo"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@LastName",
System.Data.SqlDbType.VarChar, 2147483647, "LastName"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@FirstName",
System.Data.SqlDbType.VarChar, 2147483647, "FirstName"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@MiddleName",
System.Data.SqlDbType.VarChar, 2147483647, "MiddleName"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@Department",
System.Data.SqlDbType.VarChar, 2147483647, "Department"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@Division",
System.Data.SqlDbType.VarChar, 2147483647, "Division"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@YearEmployed",
System.Data.SqlDbType.VarChar, 2147483647, "YearEmployed"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@StaffCategory",
System.Data.SqlDbType.VarChar, 2147483647, "StaffCategory"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@PromotedFrom",
System.Data.SqlDbType.VarChar, 2147483647, "PromotedFrom"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@PromotedTo",
System.Data.SqlDbType.VarChar, 2147483647, "PromotedTo"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@DateofPromotion",
System.Data.SqlDbType.VarChar, 2147483647, "DateofPromotion"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@DateLastPromoted",
System.Data.SqlDbType.DateTime, 8, "DateLastPromoted"))
        Me.SqlInsertCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@PreviousGLevel",
System.Data.SqlDbType.VarChar, 2147483647, "PreviousGLevel"))
    ,
    'SqlSelectCommand1
    ,
    Me.SqlSelectCommand1.CommandText = "[NewSelectProminff]"
    Me.SqlSelectCommand1.CommandType =
System.Data.CommandType.StoredProcedure
    Me.SqlSelectCommand1.Connection = Me.SqlConnection1
    Me.SqlSelectCommand1.Parameters.Add(New
System.Data.SqlClient.SqlParameter("@RETURN_VALUE",
System.Data.SqlDbType.Int, 4, System.Data.ParameterDirection.ReturnValue,
False, CType(0, Byte), CType(0, Byte), "",
System.Data.DataRowVersion.Current, Nothing))
    ,
    'MainMenu1
    ,
    Me.MainMenu1.MenuItems.AddRange(New System.Windows.Forms.MenuItem()
(Me.MenuItem1, Me.MenuItem5))
    ,
    'MenuItem1
    ,
    Me.MenuItem1.Index = 0
    Me.MenuItem1.MenuItems.AddRange(New System.Windows.Forms.MenuItem()
(Me.MenuItem2, Me.MenuItem3, Me.MenuItem4))

```

```

Me.MenuItem1.Text = "&View"
'
'MenuItem2
Me.MenuItem2.Index = 0
Me.MenuItem2.Text = "All promotions..."
'
'MenuItem3
Me.MenuItem3.Index = 1
Me.MenuItem3.Text = "Promotion on departmental basis"
'
'MenuItem4
Me.MenuItem4.Index = 2
Me.MenuItem4.Text = "Promotion on individual ..."
'
'MenuItem5
Me.MenuItem5.Index = 1
Me.MenuItem5.MenuItems.AddRange(New System.Windows.Forms.MenuItem()
(Me.MenuItem6, Me.MenuItem7, Me.MenuItem8))
Me.MenuItem5.Text = "&Print"
'
'MenuItem6
Me.MenuItem6.Index = 0
Me.MenuItem6.Text = "Print All..."
'
'MenuItem7
Me.MenuItem7.Index = 1
Me.MenuItem7.Text = "Print on Dept..."
'
'MenuItem8
Me.MenuItem8.Index = 2
Me.MenuItem8.Text = "Print on Individual...."
'
'SqlCommand1
Me.SqlCommand1.CommandText = "SELECT PromotionHt.* FROM PromotionHt"
Me.SqlCommand1.Connection = Me.SqlConnection1
'
'dlgSaveFile
Me.dlgSaveFile.FileName = "salRev"
'
'StaffPromtionInformation
Me.AutoScaleBaseSize = New System.Drawing.Size(5, 13)
Me.ClientSize = New System.Drawing.Size(664, 470)
Me.Controls.Add(Me.TextBox1)
Me.Controls.Add(Me.Label1)
Me.Controls.Add(Me.TextBox2)
Me.Controls.Add(Me.Label2)
Me.Controls.Add(Me.DataGrid1)
Me.Controls.Add(Me.GroupBox1)
Me.Menu = Me.MainMenu1
Me.Name = "StaffPromtionInformation"
Me.Text = "StaffPromtionInformation"
CType(Me.DataGrid1,
System.ComponentModel.ISupportInitialize).EndInit()
Me.ResumeLayout(False)

```

End Sub

#End Region

```

Private Sub MenuItem2_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles MenuItem2.Click
    Try
        Dim Ds As New DataSet
        SqlDataAdapter1.Fill(Ds)
        DataGrid1.DataSource = Ds
        dlgSaveFile.FileName = "c:\Documents and settings\User\My
Documents\Visual studio projects\PersonnelRecords\StaffPromotion\" &
"AllStaffpromotion" & ".Xml"

        If Not Ds Is Nothing Then
            dlgSaveFile.Filter = "XML Files(*.XML)|*.XML|All
Files(*.*)|(*.*)||"
            If dlgSaveFile.ShowDialog() = DialogResult.OK Then

                Ds.WriteXml(dlgSaveFile.FileName)
            End If
        End If

    Catch ex As Exception
        MessageBox.Show(ex.Message)

    End Try

End Sub

```

```

Private Sub MenuItem3_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles MenuItem3.Click
    Dim Ds As New DataSet
    sqldataadapter1.fill(Ds)
    Dim dvVieww As New DataView
    With dvVieww
        .Table = Ds.Tables("StaffPromotionHistTable")
        .AllowDelete = True
        .AllowEdit = True
        .AllowNew = True
        .RowFilter = TextBox2.Text

    End With
    DataGrid1.DataSource = dvVieww

End Sub

```

```

Private Sub MenuItem4_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles MenuItem4.Click
    Dim Ds As New DataSet
    sqldataadapter1.fill(Ds)
    Dim dvVieww As New DataView
    With dvVieww
        .Table = Ds.Tables("StaffPromotionHistTable")
        .AllowDelete = True
        .AllowEdit = True
        .AllowNew = True
        .RowFilter = TextBox1.Text

    End With
    DataGrid1.DataSource = dvVieww

End Sub

```

```

Private Sub MenuItem7_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles MenuItem7.Click
    Dim Ds As New DataSet

```

```

SqlDataAdapter1.Fill(Ds)
Dim dvVieww As New DataView
With dvVieww
    .Table = Ds.Tables("StaffPromotionHistTable")
    .AllowDelete = True
    .AllowEdit = True
    .AllowNew = True
    .RowFilter = TextBox2.Text

End With

Dim nuv(8000), dlpm(8000), dofpm(8000), yrofem(8000), staffcat(8000)
As String
Dim fn(8000), Mn(8000), Ln(8000), Divs(8000), glv(8000) As String
Dim Deps(8000), prevglv(8000), prompto(8000), promfrom(8000) As
String

Dim i As Integer
For i = 0 To dvVieww.Count - 1
    nuv(i + 1) = dvVieww(i)("EmployeeNo")
    dlpm(i + 1) = dvVieww(i)("DateLastpromoted")
    dofpm(i + 1) = dvVieww(i)("Dateofpromotion")

    yrofem(i + 1) = dvVieww(i)("YearEmployed")

    staffcat(i + 1) = dvVieww(i)("StaffCategory")
    fn(i + 1) = dvVieww(i)("FirstName")
    Mn(i + 1) = dvVieww(i)("MiddleName")
    Ln(i + 1) = dvVieww(i)("LastName")
    Divs(i + 1) = dvVieww(i)("Division")
    Deps(i + 1) = dvVieww(i)("Department")
    'glv(i + 1) = dvVieww.Table.Rows(i)("presentGradeLevel")
    prevglv(i + 1) = dvVieww(i)("PreviousGLevel")

    prompto(i + 1) = dvVieww(i)("PromotedTo")
    promfrom(i + 1) = dvVieww(i)("PromotedFrom")

Next
dvVieww.Table.AcceptChanges()
Dim xlBook As Excel.Workbook
Dim xlSheet As Excel.Worksheet
Dim rt As Single
Dim rOw, irow As Integer
Dim cOl As Integer
Dim j As Int16
Dim MyXL As Object ' Variable to hold reference

Dim ExcelWasNotRunning As Boolean ' Flag for final release.

' Test to see if there is a copy of Microsoft Excel already running.
On Error Resume Next ' Defer error trapping.

MyXL = CType(CreateObject("Excel.Application"), Excel.Application)
If Err().Number <> 0 Then ExcelWasNotRunning = True
Err().Clear() ' Clear Err object in case error occurred.

MyXL.Application.Visible = True
MyXL.Parent.Windows(1).Visible = True
' Do manipulations of your file here.
xlBook = MyXL.Workbooks.add(1)
xlSheet = xlBook.Worksheets(1)

xlSheet.Cells(1, 2).Value = "Employee Promotion Information "
xlSheet.Cells(4, 2).Value = "EmployeeNo"

```

```

xlSheet.Cells(4, 3).Value = "Lastname"
xlSheet.Cells(4, 4).Value = "firstname"
xlSheet.Cells(4, 5).Value = "Middlename"

xlSheet.Cells(4, 6).Value = "Depertment"
xlSheet.Cells(4, 7).Value = "Division"

'xlSheet.Cells(4, 8).Value = "presentGradeLevel"
xlSheet.Cells(4, 8).Value = "previousGradeLevel"

xlSheet.Cells(4, 9).Value = "Staffcategory"
xlSheet.Cells(4, 10).Value = "DateEmployed"

xlSheet.Cells(4, 11).Value = "DateLastpromoted"
xlSheet.Cells(4, 12).Value = "Dateofpromotion"
xlSheet.Cells(4, 13).Value = "promotedTo"
xlSheet.Cells(4, 14).Value = "promotedFrom"

```

```

For i = 1 To dvVieww.Count

```

```

    xlSheet.Cells(4 + i, 2).Value = nuv(i)

    xlSheet.Cells(4 + i, 3).Value = Ln(i)
    xlSheet.Cells(4 + i, 4).Value = fn(i)
    xlSheet.Cells(4 + i, 5).Value = Mn(i)

    xlSheet.Cells(4 + i, 6).Value = Deps(i)
    xlSheet.Cells(4 + i, 7).Value = Divs(i)

    'xlSheet.Cells(4 + i, 8).Value = glv(i)
    xlSheet.Cells(4 + i, 8).Value = prevglv(i)

    xlSheet.Cells(4 + i, 9).Value = staffcat(i)
    xlSheet.Cells(4 + i, 10).Value = yrofem(i)

    xlSheet.Cells(4 + i, 11).Value = dlpm(i)
    xlSheet.Cells(4 + i, 12).Value = dofpm(i)
    xlSheet.Cells(4 + i, 13).Value = promto(i)
    xlSheet.Cells(4 + i, 14).Value = promfrom(i)

```

```

Next i

```

```

xlSheet.SaveAs("c:\Documents and settings\User\My Documents\Visual
studio projects\PersonnelRecords\StaffPromotion\" & "Dept" & ".xls")

```

```

End Sub

```

```

Private Sub MenuItem8_Click(ByVal sender As System.Object, ByVal e As
System.EventArgs) Handles MenuItem8.Click
    Dim Ds As New DataSet
    SqlDataAdapter1.Fill(Ds)
    Dim dvVieww As New DataView
    With dvVieww
        .Table = Ds.Tables("StaffPromotionHistTable")
        .AllowDelete = True
        .AllowEdit = True
        .AllowNew = True
        .RowFilter = TextBox1.Text
    End With
    Dim nuv(8000), dlpm(8000), dofpm(8000), yrofem(8000), staffcat(8000)
As String
    Dim fn(8000), Mn(8000), Ln(8000), Divs(8000), glv(8000) As String

```

```

Dim Deps(8000), prevglv(8000), promto(8000), promfrom(8000) As
String
Dim i As Integer
For i = 0 To dvVieww.Count - 1
    'NewRow = dvVieww.Table.Rows(i)
    nuv(i + 1) = dvVieww(i)("EmployeeNo")
    dlpm(i + 1) = dvVieww(i)("DateLastpromoted")
    dofpm(i + 1) = dvVieww(i)("Dateofpromotion")

    profem(i + 1) = dvVieww(i)("YearEmployed")

    staffcat(i + 1) = dvVieww(i)("StaffCategory")
    fn(i + 1) = dvVieww(i)("FirstName")
    Mn(i + 1) = dvVieww(i)("MiddleName")
    Ln(i + 1) = dvVieww(i)("LastName")
    Divs(i + 1) = dvVieww(i)("Division")
    Deps(i + 1) = dvVieww(i)("Department")
    'glv(i + 1) = dvVieww.Table.Rows(i)("presentGradeLevel")
    prevglv(i + 1) = dvVieww(i)("PreviousGLevel")

    promto(i + 1) = dvVieww(i)("PromotedTo")
    promfrom(i + 1) = dvVieww(i)("PromotedFrom")

Next
dvVieww.Table.AcceptChanges()
Dim xlBook As Excel.Workbook
Dim xlSheet As Excel.Worksheet
Dim rt As Single
Dim rOw, irow As Integer
Dim cOl As Integer
Dim j As Int16
Dim MyXL As Object ' Variable to hold reference

'Me.DataSet1 = NewDataset
Dim ExcelWasNotRunning As Boolean ' Flag for final release.

' Test to see if there is a copy of Microsoft Excel already running.
On Error Resume Next ' Defer error trapping.
' Getobject function called without the first argument returns a
' reference to an instance of the application.
' If the application is not running, an error occurs.
MyXL = CType(CreateObject("Excel.Application"), Excel.Application)

'MyXL = GetObject(, "Excel.Application")
If Err().Number <> 0 Then ExcelWasNotRunning = True
Err().Clear() ' Clear Err object in case error occurred.

MyXL.Application.Visible = True
MyXL.Parent.Windows(1).Visible = True

xlBook = MyXL.Workbooks.add(1)
xlSheet = xlBook.Worksheets(1)

xlSheet.Cells(1, 2).Value = "Employee Promotion Information "
xlSheet.Cells(4, 2).Value = "EmployeeNo"

xlSheet.Cells(4, 3).Value = "Lastname"
xlSheet.Cells(4, 4).Value = "firstname"
xlSheet.Cells(4, 5).Value = "Middlename"

xlSheet.Cells(4, 6).Value = "Depertment"
xlSheet.Cells(4, 7).Value = "Division"

'xlSheet.Cells(4, 8).Value = "presentGradeLevel"
xlSheet.Cells(4, 8).Value = "previousGradeLevel"

```