EFFICIENT PERSONNEL INFORMATION MANAGEMENT SYSTEM IN NATIONAL EXAMINATIONS COUNCIL MINNA (A PROPOSAL)

BY

ANUNOBI UJU MG
PGD/MCS/99/2000/911

BEING A PROJECT SUBMITTED TO

THE DEPARTMENT OF MATHEMATICS/COMPUTER SCIENCE,
SCHOOL OF SCIENCE AND SCIENCE EDUCATION,
FEDERAL UNIVERSITY OF TECHNOLOGY MINNA,
NIGER STATE

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF A POST-GRADUATE DIPLOMA IN COMPUTER SCIENCE

APRIL, 2002

CERTIFICATION

This is to certify that, the project work was embarked upon by Anunobi Uju and submitted to the department of Mathematics/Computer Science, Federal University of Technology Minna, in partial fulfillment for the award of Post Graduate Diploma (PGD) in Computer Science

..... Date .....
L.N Ezeako (Supervisor)

..... Date .....
L.N. Ezeako (HOD)

..... Date .....
External Examiner

DEDICATION

To God, My parents Chief and Lady A.O. Anunobi and my siblings

ACKNOWLEDGEMENT

My profound gratitude goes to Almighty God for successful completion of this programme.

My unreserved appreciation goes to my supervisor Mr L.N Ezeako for his directives and corrections in the course of writing. I am very grateful to other lectures in the department for their help and guidance.

I appreciates also the cooperation given to me by some staff of NECO in my research work.

ABSTRACT

This project is to propose efficient personnel information management system for the departments that deal with staff matters in National Examination Council Minna.

The need for this proposal and need for database administrator were elaborated. The study also developed a well organized database management for handling staff record. The programming is done using Fox-Pro Programming Language. Accuracy and security are guaranteed on the system.

The work was forwarded to the top managers of NECO who affirmed to its benefits and deliberated on implementing it as soon as possible.

TABLE OF CONTENTS

CERTIFICATION i

DEDICATION iii

ACKNOWLEDGEMENT iv

ABSTRACT v

Chapter 1 1
1.1 Introduction 1
1.2 Aims and Objectives of the study 2
1.3 Research methodology 3
1.4 Limitations 4
1.5 Assumptions 4

Chapter 2 6
2.1 The place of information in an organisation 6
2.2 Information Management in the past 7
2.3 Modern day Information Management System 9
2.4 Importance of computerization 10

Chapter 3 12
3.1 Brief history of NECO 12
3.1 Objectives 13
3.2 The functions and mandate of NECO 14
3.3 Administrative structure of the Council 16
3.4 Examinations 18
3.5 Release of Results 19

Chapter 4 21

Information Management System in NECO 21
4.1 Present state of affairs 21
4.2 Handicaps 22
4.3 Proposals for efficiency and effectiveness (i) 23
4.4 Need for Database Administrator (DBA) 24
4.5 Programming Language 25

4.6 Hardware Requirements 26
4.7 Documentation and Installations 26

Chapter 5 27

Summary 27

Recommendation 27

Conclusion 28

References 30

Program for processing Staff Curriculum Vitae 31
I. MAIN MENU 31
II PROCEDURE ADD 32
III. PROCEDURE SAVE 33
IV. PROCEDURE EDIT 34
V. PROCEDURE CANCEL 35
VI. PROCEDURE DELETE 36
VII. PROCEDURE FIND 37
Staff File Format 38

Program Output 40

Program Source Code 41

Chapter 1

1.1 Introduction

An Information System is a complete tool for handling all aspect of Information within an organization. It encompasses everything from the completely human oriented aspects to the technologically oriented aspects. The major components of an information management system are the data processing within it. It is this data processing systems available, that provide much of the information that is needed throughout an organization. Hence the term Information Management System is normally used in situations where an organisation is being considered as a whole with respect to its information requirements, circulation and utilization. The ultimate aim of research and improvement on information technology by manufacturer, analyst and programmer is to achieve an information that are less complicated and can be managed by even an average literate man in an organisation.

1.2 Aims and Objectives of the study

The aim is to propose an efficient database management system with special consideration to improvement and easy implementation by staff of the National Examinations Council.

In view of advancement in information technology largely due to advent

of computer and great importance attached to accurate and thorough documentation of huge volumes of information that is being generated from the various activities and also to facilitate the information management procedures of the organisation. This work is conducted with the objective of:-

i Introducing automated computer system into the present system, a databank that will increase speed and accuracy of retrieving and updating information;

ii Discovering new techniques for ensuring the security and privacy of information (data) of employees and records of great importance on the computer system.

iii Computerized manner of protecting accident or intentional harm and distraction of computer hardware.

The provision of a properly designated database system that can improve staff productivity and enable the users to originate, add, edit, delete or generate reports on specified information. The Database system will further provide users with line access to the database where query facility will prompt the user with special questions. It requires standard procedure and methodology and perhaps staff training but it is hoped that these objectives can be realised using the computer.

1.3 Research methodology

The fact-finding techniques used in this project are observation, interviewing and record inspection. This was due to the fact that the researcher has been much involved in the staff matters as the job demands, and has been using the present information management system which needs some modification or complete change. Also, the number of staff interviewed were few and all in the same establishment and could easily be contacted for the requirements of these proposal.

1.4 Limitations

The researcher wishes to limit this proposal work to two departments- The General Administration Department and Planning, Research and Statistics Department. The reason is that most internal data that directly involves the organisation are generated and circulated by this two departments, also the program in the work facilitate the storing of records data of personnel of the whole organisation, when the program runs successfully it will, I believe encourage the organization to computerize all the other routine work of the two departments mentioned above.

1.5 Assumptions

For this proposal - Efficient personnel information management system - The researcher assumes that the National Examinations Council Minna, being a Federal parastatal, may have or be able to generate enough fund

to set up a good database system.

Also, it is assumed that all the personnel to use the proposed system have enough educational backing to enable them execute their tasks using the computer and use query facility in the computer program as the case may be. It is also assumed that the Council will endeavour to send for further training, some the staff, to enlighten them more on the techniques of recent developments in information technology.

CHAPTER 2

2.1 The place of information in an organization

The record of information is the life-wire of every organization, regardless of type and size of that organization. Information, which is the output of processed data are already examined, analyzed, summarized and classified.

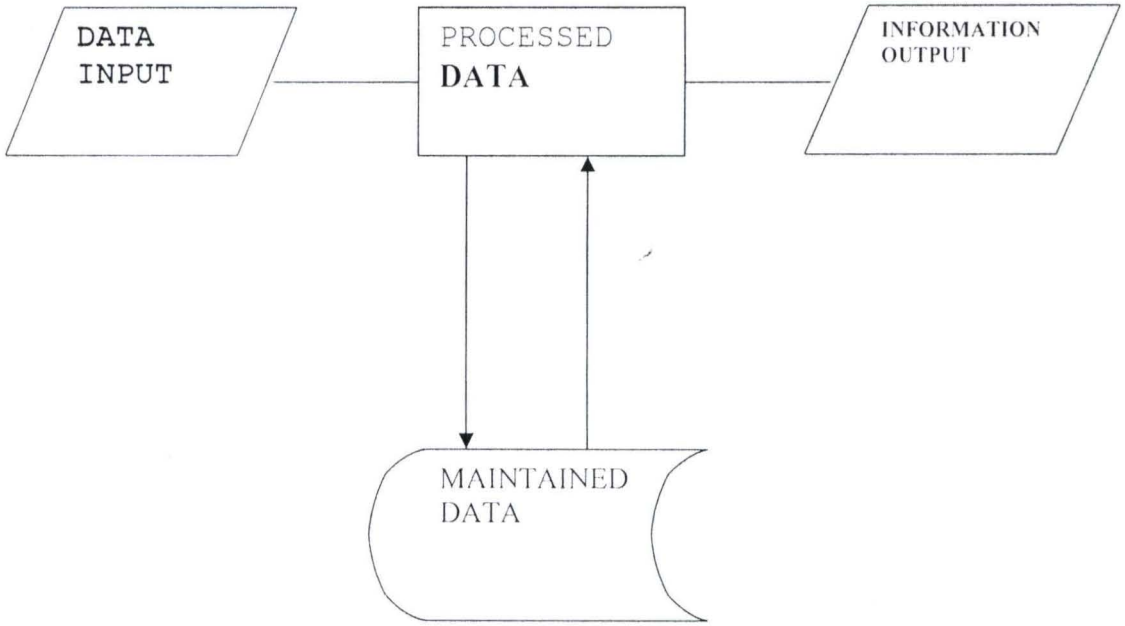


Fig .1 The logical model of data processing system.

Thus, if a befitting information system is installed and kept in a form that will be accessible to the department depending on their use of the

information, it does the following:

i Streamlining organizational plan and control;

ii Information enables trend monitoring

iii Its place in elimination of administrative bottleneck can never be overemphasized;

iv It increases revenue

v It minimizes operational cost

vi It eliminates redundancy

vii It provides improved services and excellent output

viii It enables prediction and forecasting.

In a nutshell, the place of information in an organisation is to strive to achieve the set goals of the organisation for the benefit of their owners and clients.

2.2 Information Management in the past

Information Technology is typically an experimental science and relies primarily on practical to acquaint one's self with the desired knowledge to be able to face the challenging world of efficient management.

Man started as far back as seventh century B.C. to look for aid in information and record keeping. The use of speech was not satisfactory as one need to learn every language before passing information to others and can forget easily what the other person said. To be able to keep

records, writing was discovered, but it has it's shortcomings such as having to copy too many write ups.

Printing was invented, using manual typewriters to print on papers or cutting of stencils and duplicating on machines. Of course many copies of write-up could be copied at a limited time, however, the storing of the voluminous print-out and the portability of it becomes also a problem.

The development of word processor and computers not only helped in enhanced information management but also makes it less cumbersome and response time is shortened. Also efficient and accurate storage of information and circulation of same was improved. Thus more development and information management is the order of the millennium.

The history of the development of computers reflected the need for a better method of handling data. This techniques that appear to be in response to changing need of different organizations were often a clear indication of facilities, available waiting to be utilized.

Modification in computers has come a long way from the first generation computers device e.g. Abacus which consists of several rows of beads that slide on sticks or wires mounted on a rectangular frame. It is just a table of logarithms to multiply or divide two numbers and extract square and cube roots.

Quite unlike the old generation computers characterized by large physical

size, low capacity of internal memory, low speed of processing, evolution has produced even fifth generation computing devices, like Mini, Micro and mainframe computer. The later has extensive processing, storage, input and output capabilities, a lot of users from 100 and above, can be connected to it at any given time, each working with the same file as the case may be, independent of the other users of the same file. This type of data base management is usually built on request because of its high cost, but no doubt, very profitable to any organisation that uses it.

2.3 Modern day Information Management System

Modern day information management system makes use of combination of human and computer based resources that results in there collection, storage, retrieval, communication and use of data for the purpose of efficient management of operations and business planning. This can only be obtained where there exist a database management system.

A database is a mechanized, formally defined centrally controlled collection of data in an organisation. Consequently, the relational database management system readily chosen for these operations by most organisation is the Dbase IV or Fox-Pro because they are relatively simple and easy to manipulate. It is user friendly, has English-like programming commands, easy debugging facilities and effective information storage and retrieval ability. Application programs requiring

data from more than one functional area can be developed more efficiently.

2.4 Importance of computerization

The suitability of computers in data processing according to French 1989 include-

i Volume: The computer is particularly suited to handling large amounts of data;

ii Accuracy: The computer satisfies the need for a high degree of accuracy and its consistency can be relied upon;

iii Repetitiveness: Processing cycles that repeat themselves over and over again are ideally suited to computers. Once programmed, the computer happily goes on and on automatically performing as many cycles as required.

iv Compared to manual system, the automated system is considerably less expensive, less pressure and more rewarding work.

v Complexity: The computer can perform the most complex calculation as long as the application can be programmed, the computer can provide the answers required.

vi Speed: Computers work at phenomenal speeds. This combined with the ability to access records directly and from remote locations, enables them to respond very quickly to given situation;

vii Common data: One item of input data can affect several different procedures. The many files involved can be stored in one physical location and accessed together so that a decision can be made in light of all the information. Contrast a manual system where the item of data will go through many separate independent procedures.

Chapter 3

3.1 Brief history of NECO

The emergence of National Examinations Council (NECO) in 1999 was the culminating point of an evolution process. The Council evolved from the Evaluation and Accreditation Unit of the Federal Ministry of Education in 1984. The Unit later transformed to the Centre for Educational Measurement (CEM), Kaduna which was charged with the responsibilities of monitoring Continuous Assessment practice in all Unity Schools and the conduct of the Junior School Certificate Examination (JSCE) for such schools.

In 1992, the Centre was converted to the National Board for Educational Measurement (NBEM). Later that year, the Board relocated to Minna and by 1993, Decree No. 69 of 23rd August assigned the Board additional responsibilities including the conduct and administration of:

i) National Common Entrance Examination (NCEE);

ii) Junior School Certificate Examination (JSCE) for final year students of Junior Secondary School (JSS) in Unity Schools and Allied Institutions;

iii) National Screening Examination for admission into the Federal Government Academy, Suleja;

iv) Aptitude Tests for JS 3 students in Unity Schools and Allied Institutions for the establishment of their profile and appropriate placement in their Senior Secondary class I (SSI); and

v) National Assessment of Educational Performance (NAEP).

Encouraged by the performance of the Board, the Federal Government, in April, 1999, upgraded the Board to the status of a national examinations body known as the National Examinations Council (NECO) with headquarters in Minna and with the additional responsibility for the conduct of the Senior School Certificate Examination (SSCE) for school - based candidates in Nigeria with effect from the year 2000.

3.1 Objectives

The following are the major objectives of NECO:

(i) reduction of the workload of WAEC to make it more effective;

(ii) provision of an assessment outfit that will be effective and responsive to Nigerian needs;

(iii) conserve our resources that have been expended on funding assessment in other Anglo-phone countries of West Africa since 1952; and

(iv) The need for Nigeria to follow the current trend where sovereign nations set up their own examination bodies to enhance educational development and attainment of set national objectives.

3.2 The functions and mandate of NECO

The law establishing the National Examinations Council has assigned several functions to the Council. The Council, it stated shall be responsible for:

(a) revising and considering, annually and in the public interest, the examinations to be held for admission into Federal Government Colleges;

(b) collecting and disseminating information on all matters relating to admissions into Federal Government Colleges;

(c) the general control and conduct of the National Common Entrance Examination for admission into Federal Government Colleges;

(d) developing and administering selection examinations into Suleja Academy in accordance with such guidelines as may be approved from time to time by the Minister;

(e) developing, administering and conducting aptitude tests for all candidates in Federal Government Colleges and other

allied institutions;

(f) monitoring, collecting, and keeping records of continuous assessment in all Federal Government Colleges and other allied institutions including Suleja Academy toward the award of the Junior and Senior Secondary School Certificates;

(g) the general control and the conduct of the Junior School Certificate Examination (JSCE) in all Federal Government Colleges and other allied institutions including Suleja Academy;

(h) the general control and the conduct of the Senior School Certificate Examination (SSCE) in Nigeria;

(i) conducting a standard National Assessment of Educational Performance (NAEP) at Junior Secondary School level;

(j) conducting researches leading to national improvement of testing and examination procedures at Junior and Senior Secondary School levels;

(k) preparing and submitting to the Minister, the annual report on standards of examinations and such other matters as the Minister may, from time to time, require; and

(l) carrying out such other activities as are expedient for the

discharge of all or any of the functions conferred on the Council under or pursuant to this Act.

Apart from the functions of the Council, it shall also have power to:

(a) conduct such other examinations as the Council may think appropriate for the purposes of this Act and award certificates on the results of examinations so conducted;

(b) invite any other examining body to conduct examinations in Nigeria and:

(i) award certificates on the results of examinations so conducted;

(ii) advise a body so invited, on such adaptations of their examinations as the Council may think necessary for the purpose of this Act;

(iii) assist any body so invited in the conduct of the examinations in Nigeria;

(c) do such other things as are necessary and expedient for the successful performance of its functions under this Act.

3.3 Administrative structure of the Council

Apart from the fifteen (15) Zonal Offices, the Council is structured into the Office of the Registrar/Chief Executive and six (6)

Departments which are statutory and specialized.

The departments of the Council are as follows:

Office of the Registrar/Chief Executive

The Units under the Registrar's Office are:

(a) Public Relations

(b) Internal Audit

(c) Legal Services

(d) General Services

(e) Staff school, and

(f) The Zonal Offices

Department of General Administration (DGA)

It has two main divisions, namely:

(a) Human Resources;

(b) Training and Development.

Department of Finance and Supplies (DFS)

Its main divisions are:

(a) Financial Operations;

(b) Financial Support Services.

Department of Planning, Research and Statistics (DPRS)

The main divisions in this department are:

(a) Planning and Budget;

(b) Research and Statistics;

(c) Information and Documentation.

Department of Examinations Administration (DEA)

The main divisions of this Department are:

(a) Examinations Planning;

(b) Examinations Operations.

Department of Test Development (DTD)

It has two main divisions. These are:

(a) Measurement and Evaluation;

(b) Quality Control.

Department of Computer and Processing

This Department is divided into :

(a) Operations;

(b) Data Control;

(c) Maintenance and Engineering.

3.4 Examinations

Summary of procedure for assessment in examination conducted by NECO (SSCE)

1. Reconstructions

   (a) Processing the entry schedule

(b) Sale of Registration forms

(c) Production of cross-check report

(d) processing of registration forms

ii Assessment

Administering the question to students that registered in their schools in form of Practical, Theory and objective questions.

iii Processing

(a) Generation of EMS

(b) Harmonization of Assessment of SS 1, SS 2 and SS 3 for school based candidates.

(c) Scanning of OMR answer sheet

(d) Resolving duplicates and unloadables

(e) Scoring (Practical, Objectives & Theory)

(f) Scored data plus assessment

(g) Grading system

3.5 Release of Results

NECO normally releases the results of its main exam which is the SSCE, within ninety days of administering the examination.

Before the release, representatives of other examination bodies like the WAEC, NABTEB, JAMB, NTI etc and representatives from the Federal Ministry of Education meet for the purpose of:

(a) criticism of the scored data plus the assessment;

(b) performance analysis

(c) Recommendation

The results are made available for students to check through their schools, through the internet or simply using the NECO scratch card on-line result checker.

Chapter 4

Information Management System in NECO

4.1 Present state of affairs

Filling System - the present filing system of staff and other records are manually operated. Data and information are either hand-printed or with manual typewriter and inserted into related file jacket which in turn get stacked into labelled drawers. Put together in the two department under study, over five hundreds file drawers are generated while about one hundred and fifty sheets of paper are found in one file jacket. Clerks and messengers take charge of movement of these files from one department to another with the aid of movement register. The clerks are assigned to physical search the cabinets stacked full with files, to locate the required files. After working on the file which may take hours or days as the case may be (keeping others waiting) It is sent back through same channel to the original cabinet.

Staff records- like the other data, staff records are kept in files, curriculum vitae, certificates, publications, letters, promotion notifications, queries etc issued to or presented by the staff are stacked in the file, some of these documents disappears when there is need for them.

Communication - the organization makes use of the popular notice board, strategically mounted on the veranda, there are also interdepartmental notice boards. General messages, notice of meeting, invitation letters and other announcements are pasted on these boards for those or whom it may concern. As the existing intercoms are not functional, verbal messages are passed around through messengers or the managers goes around to pass or get the messages if they are confidential.

4.2 Handicaps

The manual process in use is rather very cumbersome when information is being retrieved. This could be seen in the attitude of those to search for the required documents or information who might have been exhausted and confused since locating the particular item takes long time. Most hand written work are subjected to series of corrections and updating thereby needs to be reproduced as many times as the need arises this makes the work of the typist very tedious and tiring also the finishing touch is below standard.

The organizations lack of inter-communication facilities results in a noisy atmosphere, staff moving up and down to deliver messages or make enquiries, receive phone calls etc. All these handicaps if taken care of no doubt will greatly improve the organizations performance.

4.3 Proposals for efficiency and effectiveness (i)

A computerized databank will simply improve the workflow. The idea is to invite a team of database administrator to design and implement a computer information system that will manage all data using a specific format. The advantages of this databank is discussed below:

i Reduced data duplication

This data redundancy is costly can be avoided or at least reduced by the use of database management system. If the data is collected only once, and verified only once, then there is little chance of inconsistency. With conventional files, the data is often collected at different times and validated by different validation routines and therefore the output from different systems could be inconsistence. With reduced data duplication, data can be shared but it is essential that good integrity and security features in such system. Furthermore, each application should run unaware of the existence of others using the database. The system must therefore be powerful enough that performance is good even when there are large number of users concurrently accessing the database.

ii Increase data independence

Data independence is the ability to change the format of the data or the medium in which the data is held or the data structure without having to change the program which used the data. Conversely, It also means that

it is possible to change the logic of the programs without having to change files. This separation of the issues concerning processes from the issues concerning data is key reason for data processing departments opting for the database solution. It makes changes much easier to effect and therefore provides for far greater flexibility.

4.4 Need for Database Administrator (DBA)

A database administrator should be involved in the planning and designing of NECO's data resource and in setting up the database, and all in the evaluation of the base hardware. He will ensure the following:

(i) Document information about the database, the data dictionary, which will help to maintain and up date the activities of the user. Changes are reflected in the documentation, some documentation will be aimed at the users department, others at the programmers etc.

(ii) Facilitates the sharing of the data between many users.

(iii) The logical data structures will need to be changed overtime according to the changing needs of the users. The administrator could be looked upon as a forward planner, as the databases can expand or be reorganized according to future needs and this has to be done with little or no disruption to the present users as possible. It may be necessary to change the way in which the data is

physically stored in the database. In this case, the administrator will be involved so that the changes are made efficiently.

(iv) The administrator will set standard for copying files, rapid recovery from failure is essential where a number of users need access to the database.

(v) The administrator will also set standard for data validation, which will help to maintain the integrity of the database. This is reasonable because data created by one user may be used by others. Without an administrator, there will be no incentives or security net to ensure that data is correctly validated.

The administrator needs to have sufficient standing in the organization to remain independent of pressure groups of database users, He will have to communicate and discuss aspects of data use and storage directives, user staff, operations staff and application developers.

4.5 Programming Language

The programming language used is Fox-Pro. It is the leading database program capable of storing, organizing, analyzing and retrieving information on a micro-computer. It has the advantage of an improved interface between the user and his information allowing him to interact with his data through menu options. Fox-Pro offers a programming Language that enables one to construct own database application, these

includes commands to perform conditional looping, sort records, format input, output records, built-in functions like data-type conversion, time and date functions.

Since the FoX-Pro is an object oriented programming Language, it is used extensively to build a relational database. The files are organized in form of tables made up or rows of record. You can add, edit delete, search, select, copy or print reports. The formatting facilitates generating such reports is menu-driver and is easy to use.

Fox-Pro also facilitates design of data security and information principles by use of passwords method to guard against unauthorized user. It requires a minimum of 1000kilobyttes of memory.

The program written here is to facilitate the departments to store record of curriculum vitae of all the staff in the database. These files can be copied to the department's system, it can be updated, processed according to the need of the user without necessarily interfering with the original document in the database, however, the database will be updated from time to time by the database administrator.

4.6 Hardware Requirements

Pentium 133MHz

Hard Disks 2.0.GB

Servers

Keyboards, Mouse - windows compatible

CD ROM

floppy disks

UPS

Stabilizers

Laser Jet Printers

Air conditioners

4.7 Documentation and Installations

The database administrator keeps the program codes safely, for maintenance whenever the need arises for modification, perhaps based on the operations of the organisation. It will be easier for any programmer to go through the original codes to effect the changes.

The equipments need to be installed on a dust-proof room with cooling system provided.

Chapter 5

Summary

The project study is to stress the advantage of Computerized Personnel Information Management System over the Manual System, a careful study of the existing system's features and limitation was carried out and the need for the computerization identified. Improvement in modern Information Technology is the order of the day, and the management of big organizations such as NECO has seen the inevitable need for effective information management system, and are taking steps to computerize all the department.

The program already designed will store staff curriculum vitae in records for all the staff.

Recommendation

It is hoped that for future purposes, some of the following aspects could be looked into and suggested for development.

i. Computerization of previous employment record.

ii Computerization of medical and family record.

iii Computerization of staff recruitment, posting and job assessment and comparing performance between amongst others.

Despite the advantage of using this system, there is still other things which can be incorporated within the system. such includes-

i. provision of telephone and intercom facilities.

ii The organisation can equally go network.

iii The software can further be modernized using the same language or using any other language in developing such a software to solve problems.

Based on the viability of the new system in effectively and efficiently handling data processing, it is my candid recommendation that this new method of presenting staff records be fully developed for use in replacement of years old widely employed pen and ink manual method which account for the bulk of clerical work in many organisation.

Conclusion

Effective information management system is the combination of human and computer based resources that results in efficient management of operations and business planning. A careful and thorough analysis should be conducted before designing the management information System.

The problems found in the process of this study include; lack of management involvement and support, lack of knowledge of computer by some very senior staff, and poor appreciation of information specialists on managements requirements and problems.

Finally, the design of worthwhile database information system must be a joint exercise between the managers and information analysis. Both

groups must be knowledgeable about each others's expertise and needs so that genuine dialogue can flow which will eventually lead to a meaningful design. The key emphasis should be on the user's requirements, for efficient management of the whole organisation.

References

Badmus R.O. (1996). *Note on System Analysis & Design.* (Unpublished) Dept. of Maths/Computer F.U.T. Minna.

Lucy T. (1987). *Management Information Systems.* Imersey: The Guernsey Press Co. Ltd.

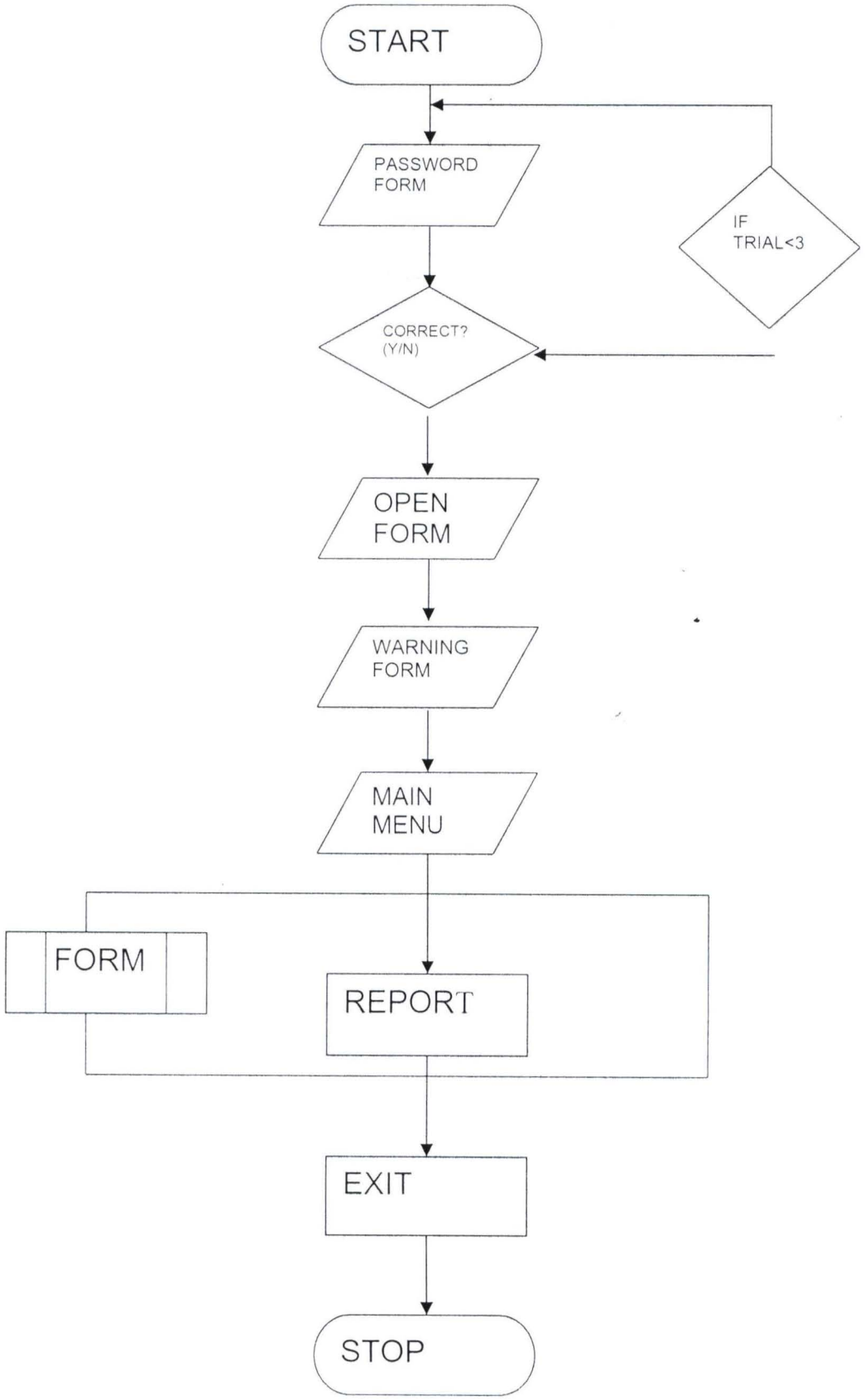
Olson H.M. & Davis B.G (1984). *Management Information System (Conception, Foundation, Structures and Development).* New York: McGraw-Hill. Inc.

Peters A.A. (1992). *Computer Application to Personnel Services.* Lagos Ascon.

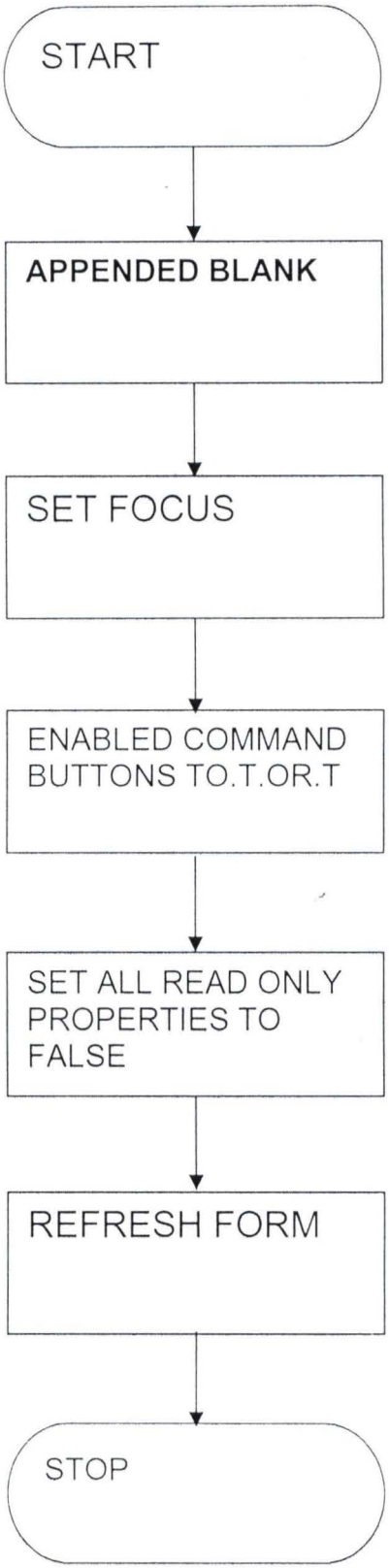
Senn J.A. (1989). *Analysis & Design of Information System.* New York: McGraw-Hill.

PROGRAM FOR PROCESSING OF STAFF CURRICULUM VITAE

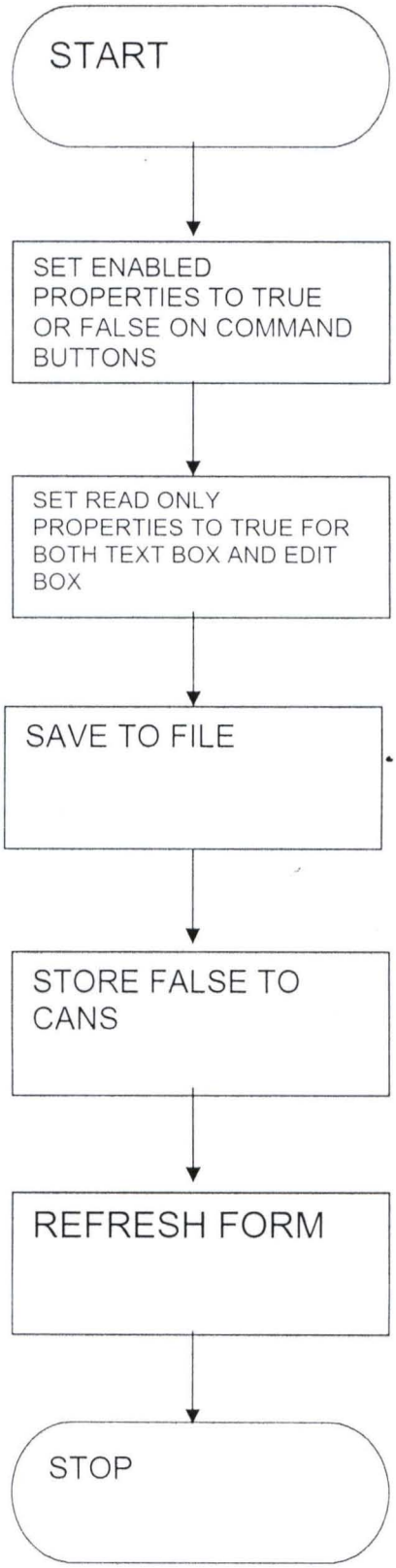
I .MAIN MENU



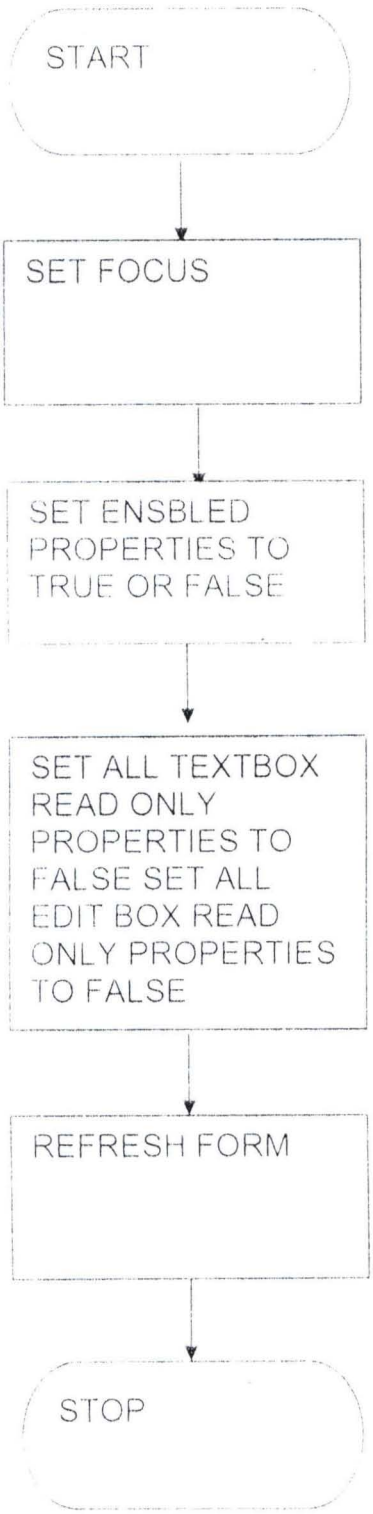
II.PROCEDURE ADD



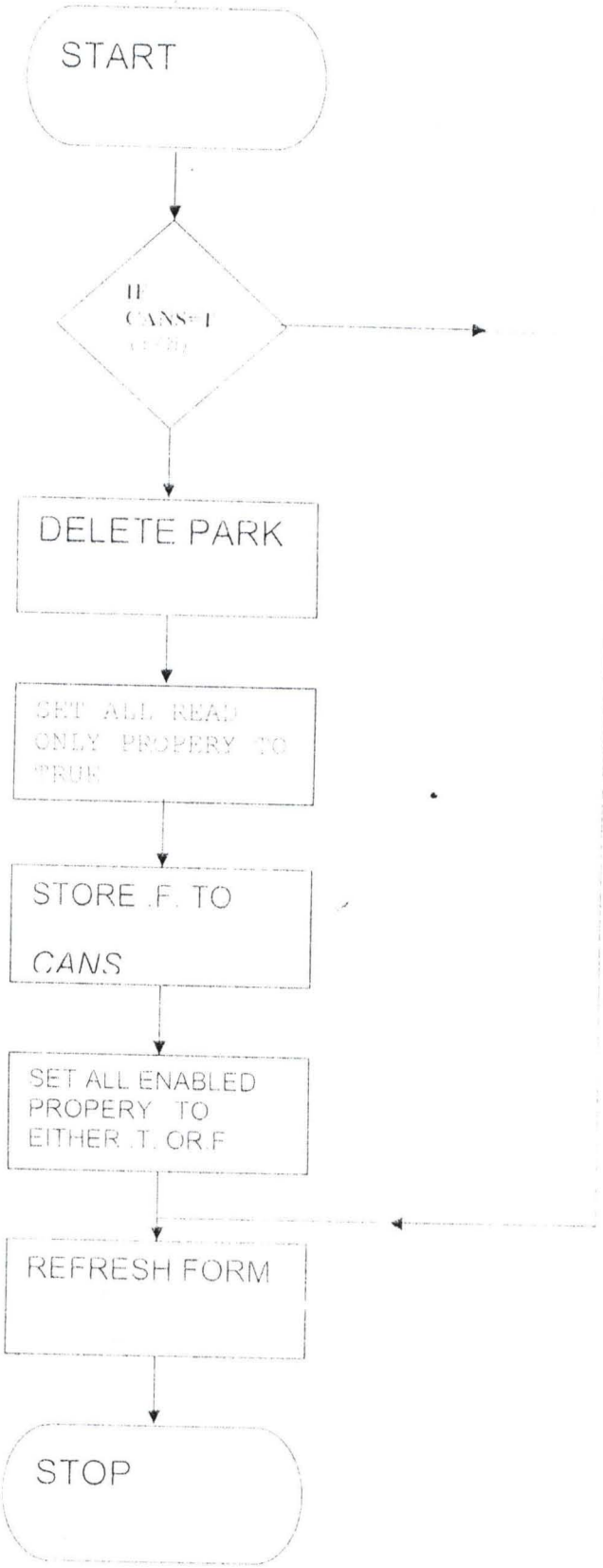
III.PROCEDURE SAVE



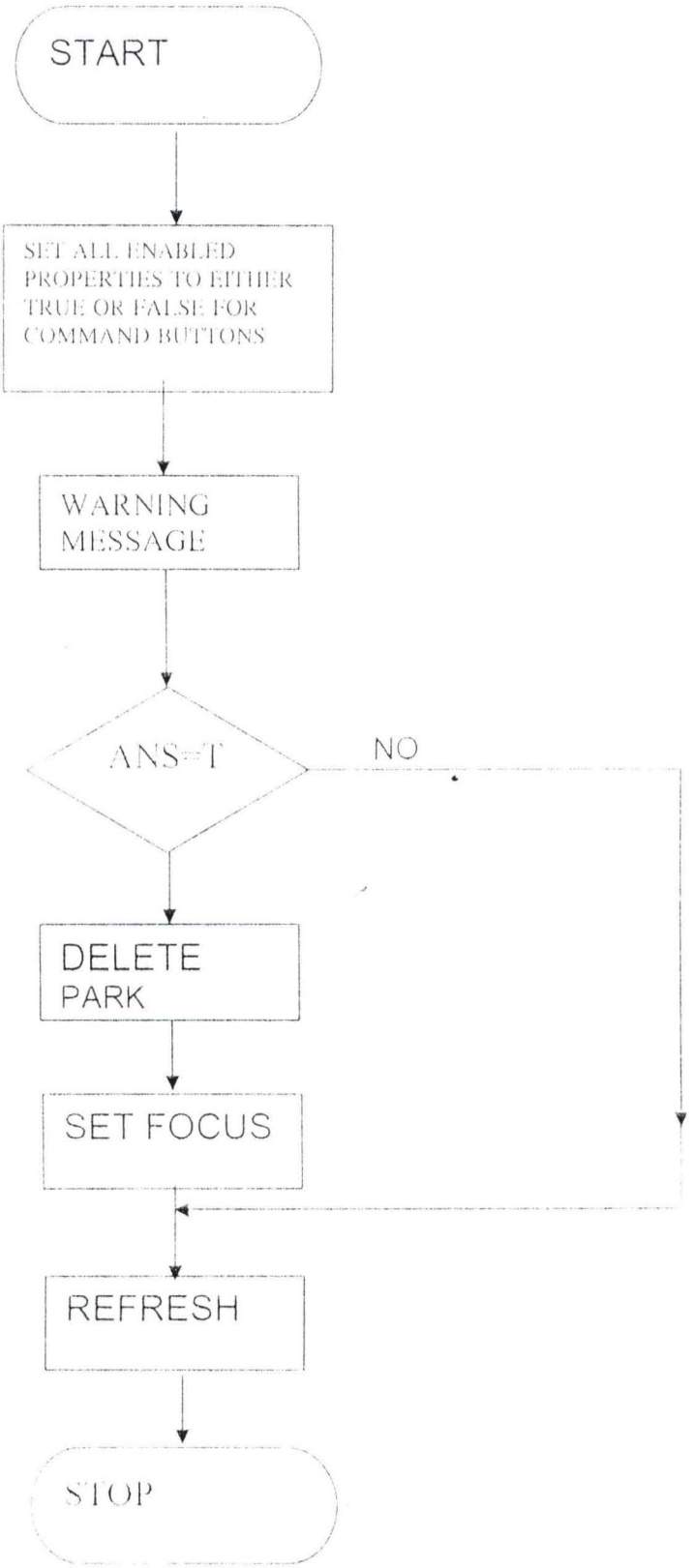
IV. PROCEDURE EDIT



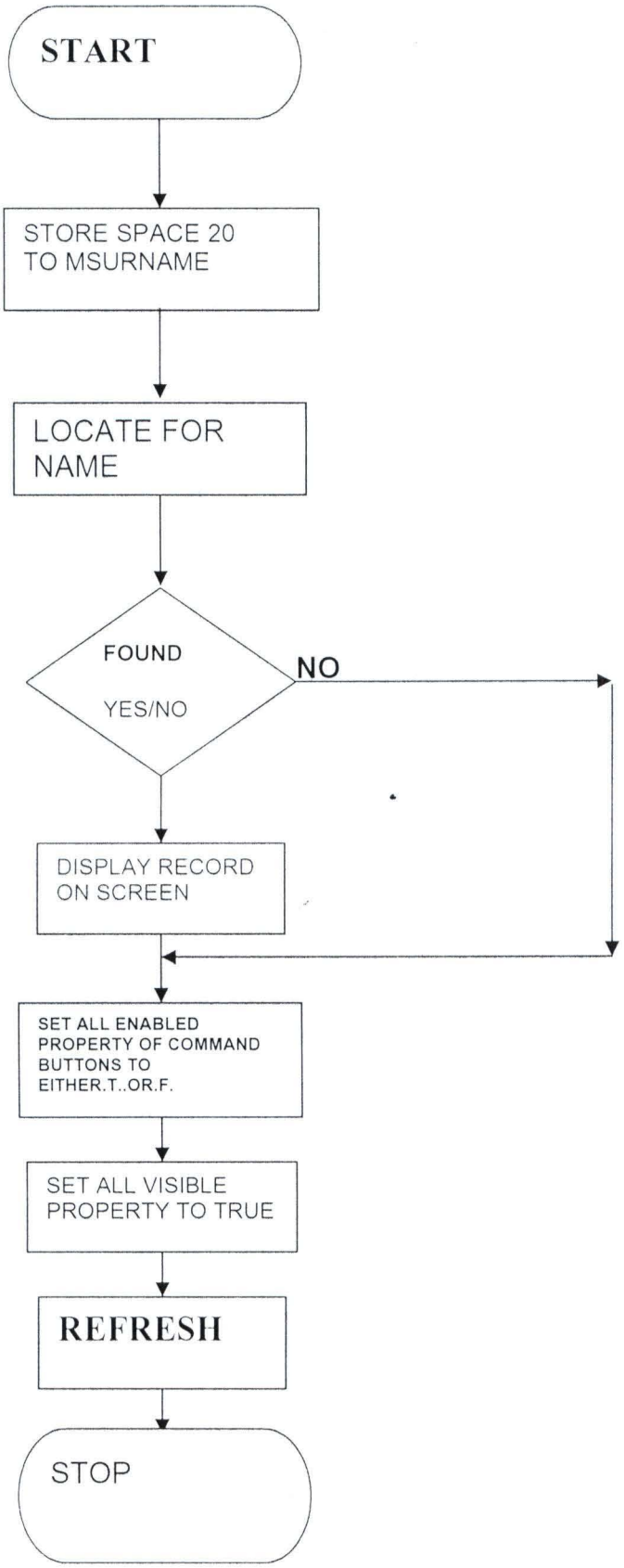
V. PROCEDURE CANCEL



VI. PROCEDURE DELETE



VII.PROCEDURE FIND



Program Output
Staff File Format

NATIONAL EXAMINATIONS COUNCIL, (NECO)

DEPARTMENT:

1. Surname:
2. Other Names:
3. Previous Name:
4. Sex:
5. Date of Birth:
6. Place of Birth:
7. Home Town:
8. Local Government Area:
9. State of Origin:
10. Marital Status:
11. Spouse (maiden name):
12. Date Married:
13. Number of Children:
14. Present Rank:
15. Date of last promotion:
16. Present salary:

17. Education (schools attended and dates):

18. Educational Qualifications and Dates Obtained:

19 Previous Appointment and Dates:

20. Present Appointment:

21. Membership of Professional Bodies/Professional Qualification:

22. Membership of International Organisations:

23. Academic Honours:

24. National Honours:

25. Have you published any books?

26. Course/Training Programme attended:

27. Membership of Committee with Dates:

Program Source Code

Init

```
thisform.setall("readonly",.t.,"textbox")
thisform.setall("readonly",.t.,"editbox")
thisform.txtloca.visible=.f.
thisform.label1.visible=.f.
thisform.find1.visible=.f.
thisform.refresh()
```

Load

```
use records
public cans,msurname
store .f. to cans
thisform.refresh()
```

Activate

```
thisform.setall("readonly",.t.,"textbox")
thisform.setall("readonly",.t.,"editbox")
thisform.refresh()
```

Add Command Button

```
thisform.pf1.p1.txtsurname.setfocus

thisform.cmdg1.new.enabled=.f.
thisform.cmdg1.save.enabled=.t.
thisform.cmdg1.edit.enabled=.f.
thisform.cmdg1.cancel.enabled=.t.
thisform.cmdg1.delete.enabled=.f.
thisform.cmdg1.locate.enabled=.f.
thisform.cmdg1.exit.enabled=.t.
append blank
thisform.setall("readonly",.f.,"textbox")
thisform.setall("readonly",.f.,"editbox")
cans=.t.
thisform.refresh()
```

Save Command Button

```
thisform.cmdg1.new.enabled=.t.
thisform.cmdg1.save.enabled=.f.
thisform.cmdg1.edit.enabled=.t.
thisform.cmdg1.cancel.enabled=.f.
thisform.cmdg1.delete.enabled=.t.
thisform.cmdg1.locate.enabled=.t.
thisform.cmdg1.exit.enabled=.t.

thisform.setall("readonly",.t.,"textbox")
thisform.setall("readonly",.t.,"editbox")


repl surname with thisform.pf1.p1.txtsurname.value
repl other_names with thisform.pf1.p1.txtother_names.value
repl date_o_birth with thisform.pf1.p1.txtdate_o_birth.value
repl nationality with thisform.pf1.p1.txtnationality.value
repl l_g_area with thisform.pf1.p1.txtl_g_area.value
repl place_of_birth with thisform.pf1.p1.txtplace_of_birth.value
repl sex with thisform.pf1.p1.opg1.value
repla marital_status with thisform.pf1.p1.opg2.value
repl religion with thisform.pf1.p1.txtreligion.value
repl contact_address with thisform.pf1.p1.address.value
repl schl1 with thisform.pf1.p1.txtschl1.value
repl schl2 with thisform.pf1.p1.txtschl2.value
repl schl3 with thisform.pf1.p1.txtschl3.value
repl schl_more with thisform.pf1.p1.edtschl_more.value
repl date1 with thisform.pf1.p1.txtdate1.value
repl date2 with thisform.pf1.p1.txtdate2.value
repl date3 with thisform.pf1.p1.txtdate3.value
repl datet1 with thisform.pf1.p1.txtdatet1.value
repl datet2 with thisform.pf1.p1.txtdatet2.value
repl datet3 with thisform.pf1.p1.txtdatet3.value
repl qualification1 with thisform.pf1.p2.txtqualification1.value
repl qualification2 with thisform.pf1.p2.txtqualification2.value
repl qualification3 with thisform.pf1.p2.txtqualification3.value
repl date_qual1 with thisform.pf1.p2.txtdate_qual1.value
repl date_qual2 with thisform.pf1.p2.txtdate_qual2.value
repl date_qual3 with thisform.pf1.p2.txtdate_qual3.value
*repl date_q1 with thisform.pf1.p2.txtdate_q1.value
*repl date_q2 with thisform.pf1.p2.txtdate_q2.value
*repl date_q3 with thisform.pf1.p2.txtdate_q3.value
repl qualification_other with thisform.pf1.p2.edit1.value
```

```
repl working_exper with thisform.pf1.p2.edit2.value
repl other_activities with thisform.pf1.p2.activ.value
repl current_positn with thisform.pf1.p2.txtcurrent_positn.value
repl hobbies with thisform.pf1.p2.txthobbies.value
repl publications with thisform.pf1.p2.pub.value
repl referees with thisform.pf1.p2.refe.value

cans=.f.
thisform.refresh()
```

Edit command Button

```
thisform.pf1.p1.txtsurname.setfocus

thisform.cmdg1.new.enabled=.f.
thisform.cmdg1.save.enabled=.t.
thisform.cmdg1.edit.enabled=.f.
thisform.cmdg1.cancel.enabled=.f.
thisform.cmdg1.delete.enabled=.f.
thisform.cmdg1.locate.enabled=.f.
thisform.cmdg1.exit.enabled=.t.
*append blank
thisform.setall("readonly",.f.,"textbox")
thisform.setall("readonly",.f.,"editbox")
thisform.refresh()
```

Cancel Command Button

```
if cans=.f.
return
endif
if cans=.t.
messagebox("You are cancelling this record",0,"Warning")
delete
pack
thisform.setall("readonly",.t.,"textbox")
thisform.setall("readonly",.t.,"editbox")
cans=.f.
endif

thisform.cmdg1.new.enabled=.t.
thisform.cmdg1.save.enabled=.f.
```

```
thisform.cmdg1.edit.enabled=.t.
thisform.cmdg1.cancel.enabled=.f.
thisform.cmdg1.delete.enabled=.t.
thisform.cmdg1.locate.enabled=.t.
thisform.cmdg1.exit.enabled=.t.
thisform.refresh()
```

Delete Command Buttom

```
thisform.cmdg1.new.enabled=.t.
thisform.cmdg1.save.enabled=.f.
thisform.cmdg1.edit.enabled=.t.
thisform.cmdg1.cancel.enabled=.f.
thisform.cmdg1.delete.enabled=.t.
thisform.cmdg1.locate.enabled=.t.
thisform.cmdg1.exit.enabled=.t.

ans=messagebox("You are deleting this record",36,"Warning")
if ans=6
dele
pack
else
return
endif
thisform.pf1.p1.txtsurname.setfocus
thisform.refresh()
```

Find Command Button

```
store space(20) to msurname
store thisform.txtloca.value to msurname
loca for surname=msurname
if .not. found()
messagebox("Record does not exist!",0,"End of locate scope")
go top

thisform.pf1.p1.txtsurname.value=surname
thisform.pf1.p1.txtother_names.value=other_names
thisform.pf1.p1.txtreligion.value=religion
thisform.pf1.p1.opg1.value=sex
thisform.pf1.p1.opg2.value=marital_status
thisform.pf1.p1.address.value=contact_address
```

```
thisform.pf1.p1.txtdate_o_birth.value=date_o_birth
thisform.pf1.p1.txtnationality.value=nationality
thisform.pf1.p1.txtl_g_area.value=l_g_area
thisform.pf1.p1.txtplace_of_birth.value=place_of_birth
thisform.pf1.p1.txtschl1.value=schl1
thisform.pf1.p1.txtschl2.value=schl2
thisform.pf1.p1.txtschl3.value=schl3
thisform.pf1.p1.txtdate1.value=date1
thisform.pf1.p1.txtdate2.value=date2
thisform.pf1.p1.txtdate3.value=date3
thisform.pf1.p1.txtdatet1.value=datet1
thisform.pf1.p1.txtdatet2.value=datet2
thisform.pf1.p1.txtdatet3.value=datet3
thisform.pf1.p1.edtschl_more.value=schl_more


thisform.pf1.p2.txtqualification1.value=qualification1
thisform.pf1.p2.txtqualification2.value=qualification2
thisform.pf1.p2.txtqualification3.value=qualification3
thisform.pf1.p2.txtdate_qual1.value=date_qual1
thisform.pf1.p2.txtdate_qual2.value=date_qual2
thisform.pf1.p2.txtdate_qual3.value=date_qual3
thisform.pf1.p2.edit1.value=qualification_other
thisform.pf1.p2.edit1.value=working_exper
thisform.pf1.p2.pub.value=publications
thisform.pf1.p2.txtcurrent_positn.value=current_positn
thisform.pf1.p2.txthobbies.value=hobbies
thisform.pf1.p2.activ.value=other_activities
thisform.pf1.p2.refe.value=referees

*endif
*return


thisform.setall("visible",.t.,"textbox")
thisform.setall("visible",.t.,"editbox")
thisform.pf1.p1.container1.visible=.t.
thisform.pf1.p1.container2.visible=.t.
thisform.pf1.p2.container1.visible=.t.
thisform.pf1.p2.container2.visible=.t.
thisform.pf1.p1.opg1.visible=.t.
thisform.pf1.p1.opg2.visible=.t.
thisform.txtloca.visible=.f.
thisform.label1.visible=.f.
thisform.pf1.p1.surname.visible=.t.
```

```
thisform.pf1.p1.other.visible=.t.
thisform.pf1.p1.sex.visible=.t.
thisform.pf1.p1.marital.visible=.t.
thisform.pf1.p1.surname.visible=.t.
thisform.pf1.p1.religion.visible=.t.
thisform.pf1.p1.c_address.visible=.t.
thisform.pf1.p1.d_birth.visible=.t.
thisform.pf1.p1.nationality.visible=.t.
thisform.pf1.p1.p_birth.visible=.t.
thisform.pf1.p1.l_area.visible=.t.
thisform.pf1.p1.schl_att.visible=.t.
thisform.pf1.p1.with1.visible=.t.
thisform.pf1.p1.dates1.visible=.t.
thisform.pf1.p1.more1.visible=.t.
thisform.pf1.p1.schl1.visible=.t.
thisform.pf1.p1.from1.visible=.t.
thisform.pf1.p1.to1.visible=.t.
thisform.pf1.p2.qual1.visible=.t.
thisform.pf1.p2.with2.visible=.t.
thisform.pf1.p2.dates2.visible=.t.
thisform.pf1.p2.qualify1.visible=.t.
thisform.pf1.p2.date2.visible=.t.
thisform.pf1.p2.other_q.visible=.t.
thisform.pf1.p2.job_ex.visible=.t.
thisform.pf1.p2.publi.visible=.t.
thisform.pf1.p2.cur.visible=.t.
thisform.pf1.p2.hob.visible=.t.
thisform.pf1.p2.other_ac.visible=.t.
thisform.pf1.p2.ref.visible=.t.
*thisform.text1.readonly=.f.
*thisform.text1.setfocus
thisform.cmdg1.locate.visible=.t.
thisform.find1.visible=.f.
thisform.cmdg1.locate.enabled=.t.

else

thisform.pf1.p1.txtsurname.value=surname
thisform.pf1.p1.txtother_names.value=other_names
thisform.pf1.p1.txtreligion.value=religion
thisform.pf1.p1.opg1.value=sex
thisform.pf1.p1.opg2.value=marital_status
thisform.pf1.p1.address.value=contact_address
thisform.pf1.p1.txtdate_o_birth.value=date_o_birth
thisform.pf1.p1.txtnationality.value=nationality
thisform.pf1.p1.txtl_g_area.value=l_g_area
```

```
thisform.pf1.p1.txtplace_of_birth.value=place_of_birth
thisform.pf1.p1.txtschl1.value=schl1
thisform.pf1.p1.txtschl2.value=schl2
thisform.pf1.p1.txtschl3.value=schl3
thisform.pf1.p1.txtdate1.value=date1
thisform.pf1.p1.txtdate2.value=date2
thisform.pf1.p1.txtdate3.value=date3
thisform.pf1.p1.txtdatet1.value=datet1
thisform.pf1.p1.txtdatet2.value=datet2
thisform.pf1.p1.txtdatet3.value=datet3
thisform.pf1.p1.edtschl_more.value=schl_more


thisform.pf1.p2.txtqualification1.value=qualification1
thisform.pf1.p2.txtqualification2.value=qualification2
thisform.pf1.p2.txtqualification3.value=qualification3
thisform.pf1.p2.txtdate_qual1.value=date_qual1
thisform.pf1.p2.txtdate_qual2.value=date_qual2
thisform.pf1.p2.txtdate_qual3.value=date_qual3
thisform.pf1.p2.edit1.value=qualification_other
thisform.pf1.p2.edit1.value=working_exper
thisform.pf1.p2.pub.value=publications
thisform.pf1.p2.txtcurrent_positn.value=current_positn
thisform.pf1.p2.txthobbies.value=hobbies
thisform.pf1.p2.activ.value=other_activities
thisform.pf1.p2.refe.value=referees

endif
*return


thisform.cmdg1.new.enabled=.t.
thisform.cmdg1.save.enabled=.f.
thisform.cmdg1.edit.enabled=.t.
thisform.cmdg1.cancel.enabled=.f.
thisform.cmdg1.delete.enabled=.t.
thisform.cmdg1.locate.enabled=.f.
thisform.cmdg1.exit.enabled=.t.
thisform.cmdg2.command1.enabled=.t.
thisform.cmdg2.command2.enabled=.t.
thisform.cmdg2.command3.enabled=.t.
thisform.cmdg2.command4.enabled=.t.


thisform.setall("visible",.t.,"textbox")
thisform.setall("visible",.t.,"editbox")
```

thisform.pf1.p1.container1.visible=.t.
thisform.pf1.p1.container2.visible=.t.
thisform.pf1.p2.container1.visible=.t.
thisform.pf1.p2.container2.visible=.t.
thisform.pf1.p1.opg1.visible=.t.
thisform.pf1.p1.opg2.visible=.t.
thisform.txtloca.visible=.f.
thisform.label1.visible=.f.
thisform.pf1.p1.surname.visible=.t.
thisform.pf1.p1.other.visible=.t.
thisform.pf1.p1.sex.visible=.t.
thisform.pf1.p1.marital.visible=.t.
thisform.pf1.p1.surname.visible=.t.
thisform.pf1.p1.religion.visible=.t.
thisform.pf1.p1.c_address.visible=.t.
thisform.pf1.p1.d_birth.visible=.t.
thisform.pf1.p1.nationality.visible=.t.
thisform.pf1.p1.p_birth.visible=.t.
thisform.pf1.p1.l_area.visible=.t.
thisform.pf1.p1.schl_att.visible=.t.
thisform.pf1.p1.with1.visible=.t.
thisform.pf1.p1.dates1.visible=.t.
thisform.pf1.p1.more1.visible=.t.
thisform.pf1.p1.schl1.visible=.t.
thisform.pf1.p1.from1.visible=.t.
thisform.pf1.p1.to1.visible=.t.
thisform.pf1.p2.qual1.visible=.t.
thisform.pf1.p2.with2.visible=.t.
thisform.pf1.p2.dates2.visible=.t.
thisform.pf1.p2.qualify1.visible=.t.
thisform.pf1.p2.date2.visible=.t.
thisform.pf1.p2.other_q.visible=.t.
thisform.pf1.p2.job_ex.visible=.t.
thisform.pf1.p2.publi.visible=.t.
thisform.pf1.p2.cur.visible=.t.
thisform.pf1.p2.hob.visible=.t.
thisform.pf1.p2.other_ac.visible=.t.
thisform.pf1.p2.ref.visible=.t.
*thisform.text1.readonly=.f.
*thisform.text1.setfocus
thisform.cmdg1.locate.visible=.t.
thisform.find1.visible=.f.
thisform.cmdg1.locate.enabled=.t.
thisform.refresh()

Locate Command Button

```
thisform.cmdg1.new.enabled=.f.
thisform.cmdg1.save.enabled=.f.
thisform.cmdg1.edit.enabled=.f.
thisform.cmdg1.cancel.enabled=.f.
thisform.cmdg1.delete.enabled=.f.
thisform.cmdg1.locate.enabled=.f.
thisform.cmdg1.exit.enabled=.t.
thisform.cmdg2.command1.enabled=.f.
thisform.cmdg2.command2.enabled=.f.
thisform.cmdg2.command3.enabled=.f.
thisform.cmdg2.command4.enabled=.f.

thisform.setall("visible",.f.,"textbox")
thisform.setall("visible",.f.,"editbox")
thisform.pf1.p1.container1.visible=.f.
thisform.pf1.p1.container2.visible=.f.
thisform.pf1.p2.container1.visible=.f.
thisform.pf1.p2.container2.visible=.f.
thisform.pf1.p1.opg1.visible=.f.
thisform.pf1.p1.opg2.visible=.f.
thisform.txtloca.visible=.t.
thisform.label1.visible=.t.
thisform.pf1.p1.surname.visible=.f.
thisform.pf1.p1.other.visible=.f.
thisform.pf1.p1.sex.visible=.f.
thisform.pf1.p1.marital.visible=.f.
thisform.pf1.p1.surname.visible=.f.
thisform.pf1.p1.religion.visible=.f.
thisform.pf1.p1.c_address.visible=.f.
thisform.pf1.p1.d_birth.visible=.f.
thisform.pf1.p1.nationality.visible=.f.
thisform.pf1.p1.p_birth.visible=.f.
thisform.pf1.p1.l_area.visible=.f.
thisform.pf1.p1.schl_att.visible=.f.
thisform.pf1.p1.with1.visible=.f.
thisform.pf1.p1.dates1.visible=.f.
thisform.pf1.p1.more1.visible=.f.
thisform.pf1.p1.schl1.visible=.f.
thisform.pf1.p1.from1.visible=.f.
thisform.pf1.p1.to1.visible=.f.
thisform.pf1.p2.qual1.visible=.f.
thisform.pf1.p2.with2.visible=.f.
```

```
thisform.pf1.p2.dates2.visible=.f.
thisform.pf1.p2.qualify1.visible=.f.
thisform.pf1.p2.date2.visible=.f.
thisform.pf1.p2.other_q.visible=.f.
thisform.pf1.p2.job_ex.visible=.f.
thisform.pf1.p2.publi.visible=.f.
thisform.pf1.p2.cur.visible=.f.
thisform.pf1.p2.hob.visible=.f.
thisform.pf1.p2.other_ac.visible=.f.
thisform.pf1.p2.ref.visible=.f.
thisform.txtloca.readonly=.f.
thisform.cmdg1.locate.visible=.f.
thisform.find1.visible=.t.
thisform.txtloca.setfocus
thisform.refresh()
```

Exit command Buttuon

```
Thisform.release()
```

Top Command Button

```
go top
thisform.refresh()
```

Next Command Button

```
if !eof()
skip 1
endif
if eof()
go bottom
endif
thisform.refresh()
```

Previous Command Button

```
if !bof()
skip -1
endif
if bof()
go top
endif
thisform.refresh()
```

Last Command Button

```
Go bottom
Thisform.refresh()
```