

Designing A Computerized Human Resources Information System

A Thesis

Submitted to The Department of Management
and The Graduate School of Business Administration
of Bilkent University

In Partial Fulfillment of The Requirements
For The Degree of
Master of Business Administration

By

Günseli Gültekin

September , 1990

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I certify that I have read this thesis and that in my opinion it is fully adequate, in scope and in quality, as a thesis for the degree of Master of Business Administration.




Assist.Prof. Dilek Yeldan

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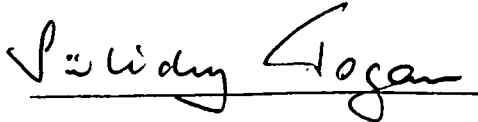
Assist.Prof. Erdal Erel

I certify that I have read this thesis and that in my opinion it is fully adequate, in scope and in quality, as a thesis for the degree of Master of Business Administration.



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ABSTRACT

DESIGNING A COMPUTERIZED HUMAN RESOURCES INFORMATION SYSTEM

GÜNSELİ GÜLTEKİN

M.B.A.

Supervisor: Assist. Prof.Dilek Yeldan

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The aim of this study is to develop a new human resources (personnel) information system for the faculty of Political Sciences of Ankara University. Present system is analyzed to find the problems and defaults by conducting interviews with the personnel and analysing the documents. Then, automation of the personnel activities is decided as the major objective and a data base management system approach is considered as a solution to system's problems. The major part of the study involves developing an application software comprised of dBASE III Plus programs. A satisfactory result is achieved after testing of the system. Although the system has been designed for the particular needs of the faculty and the personnel manager, the concepts, and methodology could be used as a model in development of such personnel systems for the universities.

Key words: Human Resources Information System, Data Base Management System, System Analysis and Design

ÖZET

BİLGİSAYAR DESTEKLİ BİR PERSONEL BİLGİ SİSTEMİ TASARIMI

GÜNSELİ GÜLTEKİN

Yüksek Lisans Tezi

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Bu çalışmanın amacı Ankara Üniversitesi Siyasal Bilgiler Fakültesi için yeni bir personel bilgi sistemi kurulmasıdır. Sistemin problemlerini ve eksikliklerini bulmak için personel ile görüşülerek ve dökümanlar incelenerek mevcut sistem analiz edilmiştir. Personel aktivitelerinin otomasyonu ana amaç olarak kararlaştırılmış ve veri tabanı yönetim sistemi yaklaşımı, sistemin sorunlarına bir çözüm olarak düşünülmüştür. Çalışmanın büyük bir kısmı dBASE III Plus programlarından oluşan bir uygulama yazılımı geliştirmekten oluşmaktadır. Sistem test edildikten sonra tatmin edici bir sonuca ulaşılmıştır. Her ne kadar sistem sözedilen fakültenin ve personel yöneticisinin gereksinimlerine göre tasarlandıysa da, yöntem ve kavramlar üniversiteler için benzeri personel sistemlerinin geliştirilmesinde bir model olarak kullanılabilir.

Anahtar Kelimeler: İnsan Kaynakları Bilgi Sistemi, Veri Tabanı Yönetim Sistemi, Sistem Analizi ve Tasarımı

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1. INTRODUCTION

1.1. Purpose of the Study

Purpose of this study is to design computerized human resources (personnel) information system (HRIS) for Political Sciences Faculty of Ankara University (PSF). This stand-alone microcomputer system, named as PSF HRIS in short, will be used primarily to store faculty personnel database and to automate manual tasks. More importantly, the system will be used to give faculty personnel manager easy access to personnel information that is difficult to obtain, analyse, and report with the current manual information system. The primary objective of the new system is to improve the effectiveness and efficiency of the human resources management system of PSF.

Principal goals to be achieved in this study are: (1) To reduce the clerical workload of maintaining personnel records (2) to provide managers with the accurate information at the the right time so as to assure proactive rather than delayed and reactive decisions, (3) to guarantee accuracy which is extremely important while dealing with personnel information, and (4) to produce reports that would be time-consuming if they had to be done manually.

1.2. Background

The personnel manager and his assistant at the Personnel Department of Political Sciences Faculty are in charge of such personnel activities of the whole faculty as transfers,

terminations, promotions, appointments, discipline and discharge, vacation and sick leave of faculty personnel, applicants tracking, wage and salary administration, discharge, labor relations, and benefits and services. Much of the work of managing faculty personnel consists of collecting information about the personnel, and analysing, evaluating, updating, and reporting this information. While accomplishing personnel functions, faculty personnel department is in close contact with the university personnel department. There exist a high volume of information and document flow between these two departments.

There are four separate classes of personnel in PSF : academic personnel (108), workers (44), administrative staff¹ (42), and auxiliary service personnel² (38). The amount and type of information recorded, stored, and analysed varies in each class of personnel, due to different personnel laws and procedures applied to them. Besides, faculty personnel manager does not have the authority on some personnel activities. For example, only the university personnel department is authorized for the appointment of academic personnel.

The current HRIS at PSF is manual. Although the total number of personnel is not too large, there still exist several problems resulting from the operation of the prevailing system. The existing system is not only inflexible and self-perpetuating but also complex with great

¹ Genel Idare Hizmetleri Sinifi

² Yardimci Hizmetler Sinifi

duplications and quite a high chance of incorrect recording. Laws and government regulations on personnel features constantly change the demands put on the system. Since the universities are public sector institutions, the number of required documents and information flow to accomplish a single activity is generally high. The PSF human resources system usually requires various cards and forms to be copied from one file to another for different purposes. Any request for information is met after an extremely time-consuming search through personnel files to find out-of-date entries. A lack of control over personnel operations, continuously growing need for clerical labor required to keep activities under control, and an increasing backlog of paperwork are the result of the existing system.

A computer-oriented approach has been considered as an indispensable solution to the prevailing problems and the personnel manager himself also admits this fact. A computerized HRIS would cut paper work down to manageable proportions, helping to enlarge and even enrich clerical record keeping function, and most importantly, it would provide management what they really want to know in a short time.

1.3. Scope of the Study

The scope of the study is limited to developing an application software or application programs comprised of dBASE III Plus programs which direct the PSF HRIS to perform specific data processing activities required for personnel

functions. Although most of the current HRISs combine Human resources and payroll system due to the claim that by this way a more efficient and effective system could be developed (Gandolfo,1989), payroll system has not been put into the PSF HRIS. This system has been designed to support only the personnel and applicant record keeping activities and it would be responsible for active employees plus applicants plus open positions. Confidential information like Registry Reports³ has not been included in the system.

In designing the system, first, a detailed systems analysis study has been carried out to determine the information requirements of personnel department. Then, an independent, menu-driven information system has been designed according to the user requirements. A stand-alone micro-computer system with hard disk has been considered, thus access to the personnel information would be restricted with the personnel manager and staff only. dBASE III Plus has been used to establish the PSF HRIS. The system has not been put into operation yet by virtue of the fact that the programs and all instructions are in English. But the software could easily be converted to Turkish and implemented in a short time.

Although the system design has focused exclusively on this particular faculty's needs, the concepts, and reports could serve as a model to other faculties' personnel departments that are in need of establishing such a system with minimum resources.

³ Sicil Raporları

1.4. Outline

In Chapter 2, the components and functions of the information system presently used that would be affected by the proposed system is examined. The information flow between the entities related to the personnel information system is illustrated by diagrams. Chapter 3 is devoted to the description of the proposed HRIS for the faculty. Justification of using dBASE III Plus with the detailed explanation of the input and output of the designed system and input control methods used are given in this chapter. In Chapter 4, programming stage of the design is examined with brief explanation of the programs establishing the PSF HRIS. System operation as a user manual is given in Chapter 5. Finally, in Chapter 6, system updating, data backup, and database security-concept related to implementation stage, and some enhancements are suggested for the PSF HRIS to make it a more efficient and effective system.

2. LITERATURE SURVEY

2.1. Personnel - A Subsystem of Management Information System

"Management Information System (MIS) is an integrated, user-machine system for providing support to operations, management, and decision making functions in an organization. The system utilizes computer hardware and software; manual procedures; models for analysis, planning, control and decision making; and a database. Rather than a single large system, an MIS or organizational information system is a federation of information systems that are designed to support the functional subsystems of the organizations" (Davis and Olson, 1984, p.10). Personnel is one of these subsystems.

The management of personnel information has been received less attention than the management of information of other functions of the organization in MIS literature. Kroeber and Watson (1987) give two reasons. One of them is that personnel applications tend to be routine record-keeping activities and make little use of the more interesting management science models applied to production, marketing, and finance functions. The other is that, unless the number of employees is very large, personnel records may be just as easy to maintain manually. But popularity of personnel information system development and the advantages of using computers in personnel departments, regardless of the organization's size seem to change the above claim.

2.1.1. Management Activities in Personnel

Information requirements vary with the level of management activity supported: strategic planning, managerial control, operational control- three levels of management activity and control defined by Anthony (1985). *Operational control* requires decision procedures for such actions as training, hiring, termination, changing wage and salaries, and issuing benefits. Kroeber and Watson (p.316) assert that the personnel operations are dominated by operational control activities. *Management control* of personnel function is supported by reports and analyses showing the variances resulting from differences between planned and actual performance for such classifications as number of personnel hired, composition of skills inventory, salary paid etc. *Strategic planning* is involved with evaluating alternative strategies for recruiting, salary, training, benefits, promotion and labor negotiations.

2.1.2. Personnel Subsystem Modules

Subsystems or modules of the personnel subsystem is classified and named differently in literature. Davis and Olson (1984) named major modules as hiring, training, record keeping, payment, and termination of personnel. On the other hand, Kroeber and Watson (1987) named modules as labor relations, training, payroll, personnel actions, and personnel records. But they suggested that the labor relations could be in a legal system and training module could be an independent system in organizations. It was also

advocated that the payroll module could be included in the finance subsystem. However, personnel actions and personnel record keeping are considered traditional activities in a personnel department (Kroeber and Watson, 1987). Since this modulation is the most suited one to our study, a brief description of these modules would be beneficial.

Personnel Actions

"Personnel actions could be considered as transactions involving personnel" (Kroeber and Watson 1987, p.314). Hiring, classification, promotion, taking vacation or sick leave, transfers, and terminations are some of the personnel actions. Inputs to the personnel actions module include labor contracts, which often contain provisions and restrictions on personnel actions; organizational policies; request from managers; and request from employees. Outputs are the summary or detail reports; for example, summary report to managers to indicate the number and percentage of employees having postgraduate degrees.

Personnel Records

The maintenance of personnel records is still accomplished manually in many organizations, although it is well suited to MIS and data base management (Kroeber and Watson, 1987). A personnel record module using a database could eliminate the redundancy in personnel records by stating the information about an employee, for example, only once, while that information could be found in a number of separate documents in the case of a manual system.

Personnel records require inputs on name, address,

employee register number, telephone number, age, education, employment history, skills, job title, wage or salary rate, and other needed data for every employee. In addition to maintaining and updating these data through normal transaction processing methods; this module outputs management reports summarizing such relevant information as age, language, or education profile of employees.

Payroll

Payroll is the first or at least one of the first computerized business applications. Because payroll is heavily calculation-oriented and labor-intensive, it logically became a commonly automated function in many organizations (Lederer, 1984). Some specialists such as John E. Spirig (1989) and John T. Gandolfo (1989) defend the combination of personnel and payroll system which comprises the Human Resources Information System (HRIS). Marc Kustoff (1986) defines the differences between the two types of systems as follows:

- * Payroll is a transaction-processing system while personnel systems must be more strategically oriented.
- * The personnel system must be flexible in its production of reports because of the diverse nature of the employee-related information requests that come from all sections of the organizations. So personnel information system should be capable of producing variable reports. On the other hand payroll system produces predefined and cyclical reports. Computerized payroll system could be considered as one of the subjects in building an accounting system.

2.2. Human Resources Information Systems

Information systems developed for personnel matters are called a variety of names including Personnel Information Systems, Human Resource Information Systems, and Human Resource Management Systems. Among these terms *Human Resource Information Systems (HRIS)* is the most frequently used term in the literature. Conforming with general tendency, HRIS will be used throughout this study.

2.2.1. Definition

HRIS is not a new concept. Human resources and information systems professionals have been using this term for many years. The popularity of HRIS has grown steadily since the 1960s. Weatherbee (1968) defined HRIS as "... the method by which an organization collects, maintains, analyzes, and reports information on people and jobs. The "system" refers simply to the process of integrating a variety of disparate activities into a logical, meaningful whole to accomplish a given objective " (p.60). A variety of definitions took part in literature from that time to present. An up-to-date definition of HRIS can be given as "... a systematic data handling process that organizes, maintains, and reports personnel staff, employees, and governmental agencies. The system is intended to facilitate the performance of regular personnel activities and to provide management with information for decisions" (Lee and Thorp 1978 , p.8).

Providing information as a basis for human resource

decisions appears to be the common deduction of the recent definitions. The HRIS should be designed to provide information that is:

- ★ Timely- when needed and up to date.
- ★ Accurate- correct.
- ★ Concise- important data only.
- ★ Relevant- what the manager needs to know.
- ★ Complete- all that is needed to make a decision.

The absence of one of these characteristics affects the effectiveness of decision making.

HRISs can be manual or computerized. In large organizations, computer storage and retrieval of human resource information is essential. In small organizations, manual filing systems can work well. Today there are various HRIS software packages especially in US market. While some organizations prefer to purchase these softwares, others develop them in-house based on their specific needs of human resources functions.

2.2.2. Computers in Personnel Department

In some departments, the use of computers is firmly established. Lotus 123, for example, or similar spreadsheet system, is used widely in accounting departments. In personnel departments, however, computers are not nearly as widely used. But the computers have already proven to be effective and powerful tools for personnel management which is a largely an information-handling business (Vincent R.Ceriello, 1978). Many of benefits of the computers to

personnel departments is difficult to quantify. Some of these benefits are; improved staff morale, better long term planning, immediate access to information, labor cost saving, increased level of performance, and, professionalism of the entire organization. Also a demand is created for information access and processing that previously was considered unattainable (Greg Cross, 1987).

Although many advantages of computers exist, one should not forget the difficulties of implementation of a computer system to personnel departments. Greg Gross (1987) states them as follows:

" Due to lack of experience of the personnel manager and staff they may shy away from it. As a result, they will demand less of it, so its usefulness will hardly be tapped. Therefore it is very important that the software will be user-friendly. To overcome this difficulty, all staff members who will use the system must spend time to learning the system to use. While they are on the initial learning curve, tasks that were previously done by manually, may take more time on computer. When system becomes familiar to the staff, the computer will begin saving the time" (p.18).

2.2.3. Using Microcomputers for Personnel Department

A stand-alone microcomputer is widely used in personnel departments. Microcomputers are especially attractive for personnel departments of small organizations where mainframe systems are too costly or not cost-justifiable for their applications. The primary advantage is that information need

not to be shared with other department in the organization. The user has direct control over processing. When considering the confidentiality of employee records, microcomputers are for personnel managers, who do not like to share record keeping and accessing with other operating managers. Other use of microcomputers within the personnel departments is to perform peripheral applications. This ancillary applications are independent of whatever HRIS they may have (Ward, 1986). *Word processing* is one application. In fact, many personnel managers claim that this application is their primary reason for owning a micro (King, 1985). *Spread-sheets applications* are used for graphic and budgeting, or forecast of variables related with employees. *Stand-alone data files* are used to store employee data in a convenient manner and make retrieval and for updating records.. A personnel manager with imagination can easily develop a wide range of potential applications or prewritten applications using microcomputers within the various personnel functional areas.

Microcomputers have many strengths over mainframes also. They are simple to install and always immediately available. They can make use of a wide range of software. With increased memory capacity of micros, they are now capable of storing information on as many as 5000 employees (Fuhnap and Buck, 1986). For companies with more than 5000 employees, microcomputers can be used as terminals to access mainframes.

Along with their benefits, micros carry a number of disadvantages(King, Albert S., 1985):

- * Implementation requires effort; Though easier to use than

the mainframes. training is a must for learning how to use the micros. Hardware and software malfunctions can occur. Users must assume the role of system managers, a role which they are not accustomed and trained for.

* Rapid technological advances quickly make micros obsolete; new software will not run on old micros while old software will not run on new models. After a time period, the problem of system conversion will come up.

* Commercially available software is never completely a "turnkey"; software packages need at least minor modifications to meet the specific needs of a department. Sometimes these modifications can not be done due to software protection mechanisms.

* The set of appropriate applications is limited; processing large organizational files results in problems in storing and processing files, accessing and transmitting them due to limited resources of most micros.

Gordon and Davis (1984) touch on an important pitfall of micros which is not mentioned by King (1985): the security problem. The problem is the limited security features of micros and the responsibility of user to establish security controls.

2.2.4. Micro-Based Human Resources Information Systems

The information system developed for PSF personnel department would be a micro-based HRIS. "The microcomputer based HRIS gives the personnel manager instant access to all kinds of employee information: demographics (eg, sex, age,

address, etc.). position, compensation, performance, benefits, education, training, skills. In addition, the HRIS provides: preformatted computer screens for inputting or displaying this information, standard reports, a report writer for making customized reports, utilities for performing functions like backing up the data, making mass updates and so on" (Frantzreb, 1986, p.75).

2.3. Database Management System

In personnel management systems, probably the most important element is the data base (Ceriello, 1978). The data base can be defined as the set of individual data elements that needs to be managed in order to be available for processing and in order to have appropriate quality. This data management includes both software and organization. The software to create and manage a database is called a *Database Management System (DBMS)*. Due to the fact that the DBMS would comprise the most important part in the new information system design in the study, a thorough definition, advantages and limitations of DBMS will be considered in this section.

DBMS has been defined in many ways in the past. In 1970, DBMS meant a data-manipulation language capability, a data definition language capability, and a set of utilities. However, this definition has changed in the last few years. Currently, it is defined as a set of computer programs that allow the user to build, store, and organize data elements into database and then retrieve that data in the form of useful information (Fuhrman, 1986).

The DBMS software available for microcomputers and mainframes is popular and used in many business applications because of its several advantages. Some of them include the following:

- * Compatibility with other packages and applications-transferring data files between other databases or other nondatabase applications is available.
- * Simultaneous processing of multiple files.
- * Ability to work with many files at once.
- * Allowing customization of DBMS- programming the DBMS using the database language. So even the novice user can operate the system due to user-friendly and menu-driven system design.
- * Elimination of duplication of data elements.

As with any other software product, a database management system has limitations regarding the maximum number of files, records, fields per database, maximum number of simultaneous databases in use, maximum number of character per record, maximum number of records per file, and time required to sort and index. Evaluation of several DBMS under these factors would be necessary to select the most appropriate software which is capable of satisfying the system requirements.

Thus far, subject-related thoughts which have taken part in personnel management and information system literature, has been given. In the next chapter, functions, environment, and problems of the current personnel system of PSF will be examined.

3. PRESENT SYSTEM

3.1. Methods Followed in Analysing the System

Firstly, the study was carried on the existing laws and regulations about the PSF personnel to understand the personnel system. Then, the major sources of information in the present manual system were determined by conducting interviews with personnel manager and staff, by examining the manual procedures, and by gathering all the documents that affect the activities to be automated. As a result of all these studies, inputs, outputs, functions and problems of the current system have been clearly identified.

3.2. Activities of PSF Personnel Department

PSF Personnel Department deals with the personnel management activities of the faculty regarding the applicant tracking, appointment, termination, retirement, transfer, promotion of the faculty personnel by conforming to personnel laws and the government regulations. Labor relations and benefit/aid administration are also among the activities of the department but they are not considered in this study. Procedures of each personnel activity are different for each class of personnel: Union contracts and 1475th Labor Law are applied for workers, 657th State Personnel Law is for official personnel (administrative and auxiliary service personnel), and 2957th Higher Education Personnel Law is for the academic personnel.

Personnel manager provides any personnel information

which is demanded by the faculty dean, university president, university personnel department, faculty and university board of directors, and the faculty personnel in both formal (letter, petitions, documents, reports) and informal way. The entity diagrams shown in Figure 1 on the next four pages, highlights the entities and transactions of the personnel system and can be helpful in understanding the high density of the information and documentation flow.

While accomplishing these activities, personnel manager collects, keeps, and analyzes all the necessary personnel documents and information as up to date as possible. In the next section, the major files and documents kept manually by the personnel department are delineated.

Figure 1. Entity Diagrams of The Present System

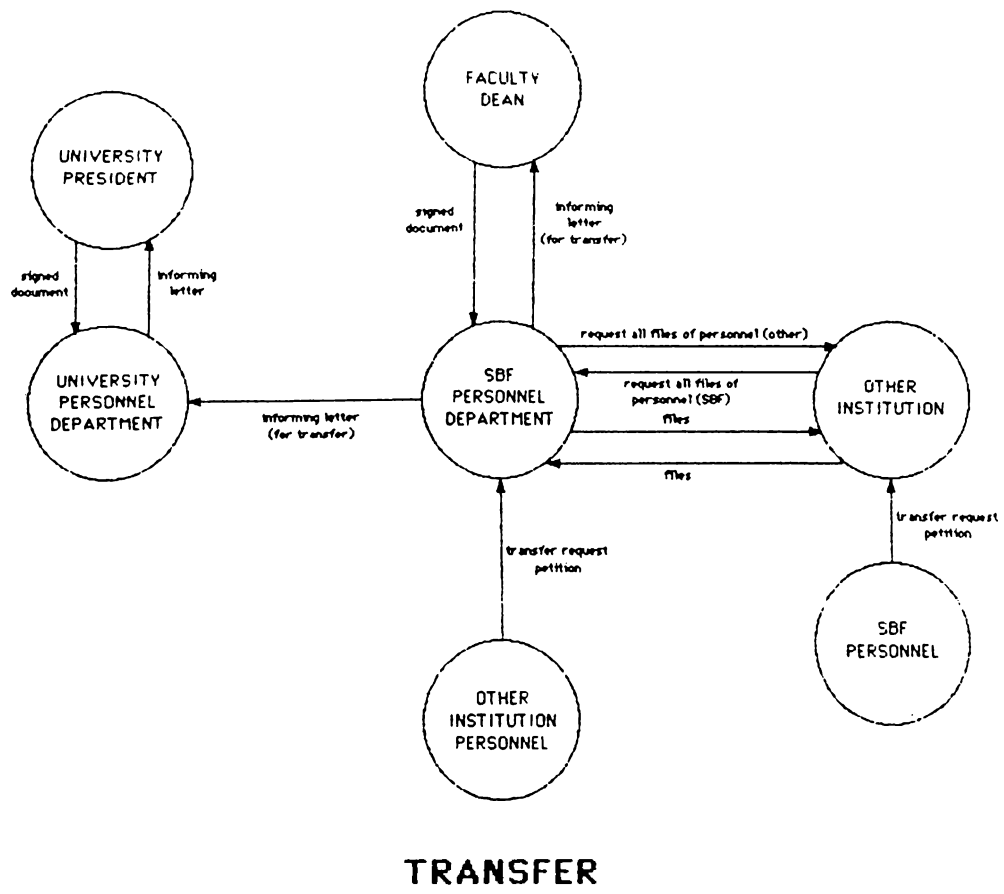
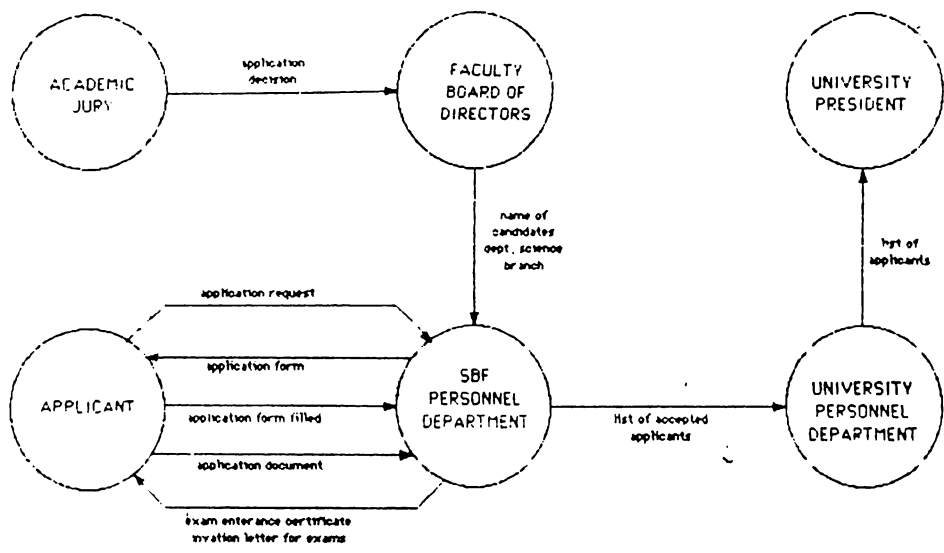


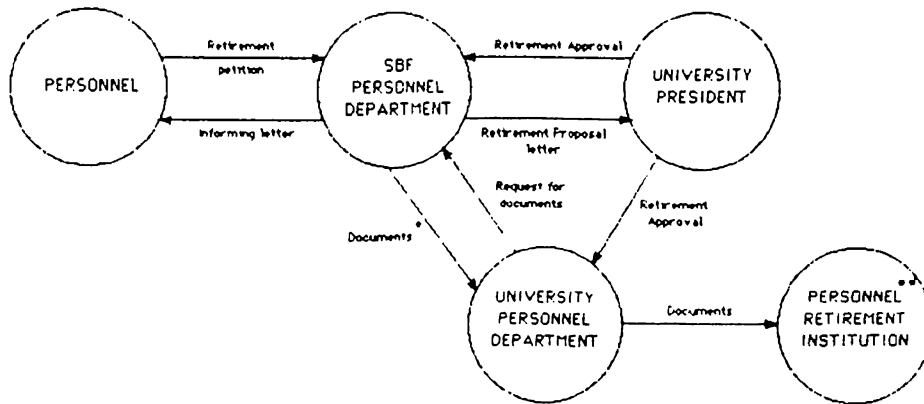
Figure 1-a. Transfer Function



APPLICATION *

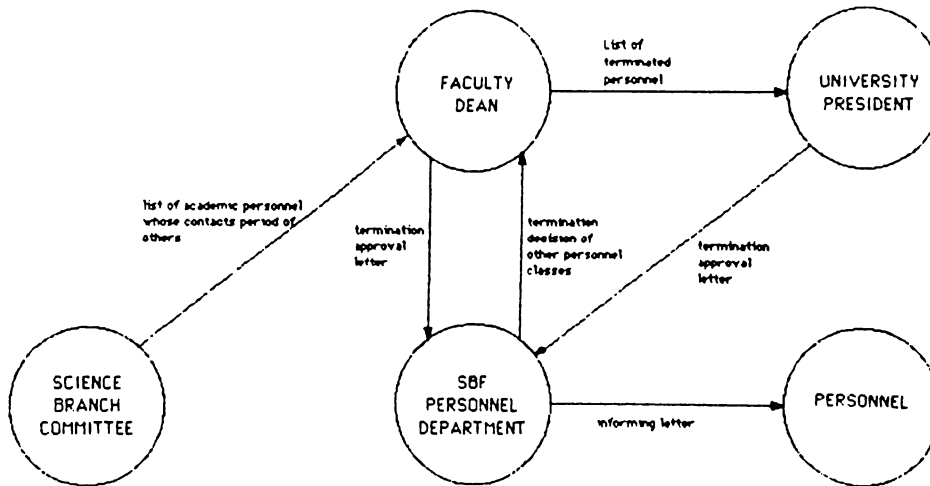
* For research assistantship and assistant professors position

Figure 1.b. Application Function



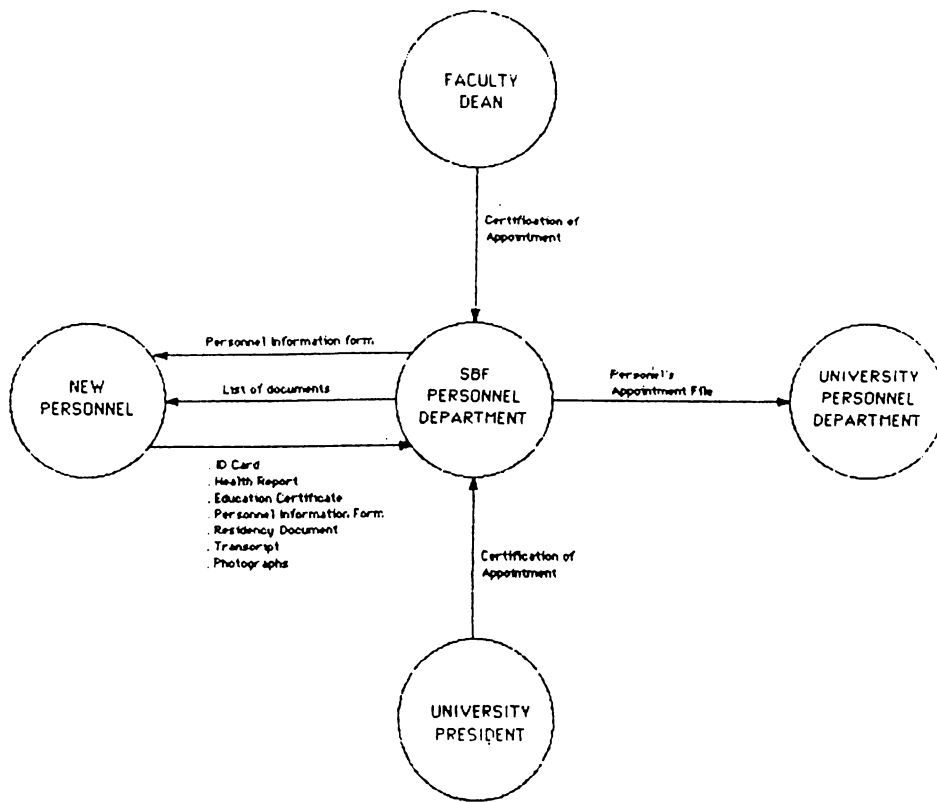
* One of ID card, service document, photograph, personnel retirement tickets of last 3 years
 ** Emekli Sandığı

RETIREMENT

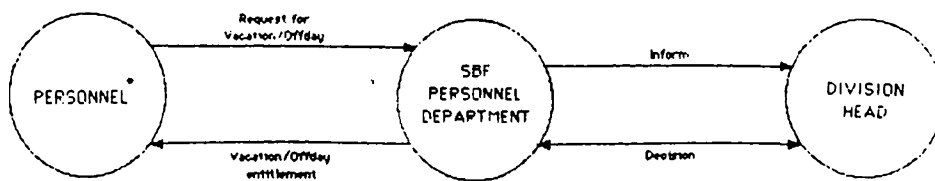


TERMINATION

Figure 1.c. Retirement and Termination Function



APPOINTMENT



* excluding academic/personnel

VACATION / OFFDAY

Figure 1.d. Appointment and Vacation/Offday Function

3.2.1. Current Record Keeping and Filing System

"Application File" , Personnel Affairs File⁴ and Registry File⁵ are major files kept in paper form for each faculty personnel except workers. Application file contains all the necessary documents related to the application of the applicant. When the application is approved, the documents in this file are combined with the appointment documents and put into a new file. Refused applicants' files are kept in the Archive for later reference and analysis. Personal Affairs File is kept for each official and academic personnel. According to 657th official law the following personnel information has to be found in these files: name, personnel number in the Official Register⁶, birth date and place, sex, marital status, a copy of identity card, a copy of education certificate, name and the relationship of the dependents, educational level attained, foreign languages, postgraduate study indegree, date, field, apprentices and research activities, personnel class, job degree, job stage, compulsory services, military service, starting date, appointment date, promotions (title, job degree, job stage), trainings, publications and achievements, awards and honors, discipline charges (court sentence), health condition, termination reason, vacation and offdays used, and all the documents which have been requested at the time of appointment. Registry file contains confidential registry

⁴ Özlük Dosyası

⁵ Sicil Dosyası

⁶ Memur Kutugu

reports, inspection reports, declaration of property and assets, also some registry report prepared by the governor of district.

Personal Affairs and Registry File are important files since the retirement, dismissal, transfer decisions are made by the personnel manager by referring to the documents and information in these files. When a personnel leaves from faculty, his/her files are put into the archive. No piece of document is thrown away.

The special documents which have to be kept for academic personnel are their publications, detailed information related to their research and seminar activities in foreign countries, and their part time or full time jobs out of the faculty. For all except academic personnel, there are vacation/offday permission cards. For each personnel, annual vacation times and other absenteeism are recorded on this cards. The vacation entitlement and offday permission decisions are made by the personnel manager by analysing these cards. In the promotion activities, standard forms are filled and sent for the approval of the authorized person.

Besides these files and documents there also exists several letters and petitions written to other institutions or university personnel department or managers in all levels. Some of the documents used in the department are shown in Appendix A.

3.4. Information Volume

The recording of information and its use are not

sophisticated in PSF compared to large organizations. But the introduction of laws and regulations on employment, discipline, health, pay, promotion, appointment, and transfer functions have all placed heavy demands on the recording system.

The amount and type of information recorded, stored, and analysed depend on the type of personnel class. Information required by the system can be classified in to three categories. *Item* information on each personnel is always needed, and such items include biographical details, educational qualifications, and work histories. *Profile* information is needed occasionally, such as the age distribution of personnel either by position or faculty as a whole, the sex distribution, and possibly also distributions of other categories. *Statistical* information is needed for decision making, eg. personnel turnover, absence monitoring and control. Some of the information is utilized regularly. Other inquiries are ad hoc. Approximately more than 150 items of information are required for each personnel by the system.

3.5. Problems of the Present System

Although the total number of employees is not high, the current personnel system has many problems. These problems are:

- ★ Access to personnel information is difficult or impossible to obtain.
- ★ The personnel staff's failure to keep up with records and paper-work resulted in misplaced or extremely outdated

personnel files, which ultimately created a huge clerical bottleneck.

* Producing reports takes too much time.

So a computer oriented approach has been considered as a solution to these problems. Proposed system which is a stand-alone, micro-based personnel information system is explained in the following chapter.

4. PROPOSED SYSTEM

4.1. Purpose and Scope of the PSF HRIS

The PSF HRIS would support retrieval and analysis of data about personnel education and job specifications, personal information (eg. birthdays, address, marital status), and information that would be useful for application processing, appointment, promotion, transfer, termination, retirement procedures. The design of PSF HRIS has been based on current user requirements by virtue of the fact that the future requirements are quite unpredictable.

The PSF HRIS is a stand-alone database management and reporting system designed for files resident on hard disk system. The relatively large size of files involved indicates the need for a hard disk to provide sufficient storage capacity. The system is developed on HP Vectra RS/20. The system requires additionally the dBASE III Plus DBMS, an 80-column display and a hard disk system and PSF HRIS system disk. With 2 staff in the PSF personnel department, a single-user microcomputer would be adequate.

4.2. Why dBASE III Plus ?

Because of the breadth of its capabilities and market dominance, we have chosen to use dBASE III Plus from Ashton Tate for this application software design. There are versions of dBASE III Plus for single user and local-area-networked microcomputers running the MS-DOS operating system, and for multiuser microcomputers running the Unix operating system

also.

dBASE III Plus is a user-friendly language. It provides a vehicle for custom designing application programs without using a general programming language. This approach has proven so successful that some software vendors now sell application software implemented with dBASE III instead of a conventional language, because it takes less time to build systems with minimum capabilities and allows designers to specify the details of CRT input, processing logic, and report formats.

4.3. System Input

There are two fundamental ways of letting a user provide input to a program: the menu and command or alphanumeric input. It is possible to accept user inputs with either method, or a combination of the two in dBASE. In PSF HRIS the combination of the two methods is used.

4.3.1. Menus

The user would use the PSF HRIS database with no effort due to the menu-driven interaction mode used in designing the system. Although the system that operates only in the menu driven mode has limited capabilities compared to systems that also offer the command mode of interaction, this is needed to create a user-friendly environment.

Menus used in the PSF HRIS allow user to specify a desired activity from a list of all the activities the system supports. Only a limited number of activities is available at

one time because of limitations on what can be displayed on the CRT and human information processing capabilities. Therefore, hierarchies of menus have been created to permit more choices. Figure 2 indicates the hierarchies of PSF HRIS's menus. Pressing the key matching the number of the desired action leads to display of a lower level menu. For example, when the user selects "print reports", the terminal would display a report menu listing various reports names on it. Making a specific choice from the lowest level menu leads either to loading and running a program, or to exercising a specific part of the program currently in memory.

One important feature of this menu structure is the capability of backtracking to a higher level menu-usually denoted with the key "0"- and starting over. Another useful feature is to refer to similar commands by similar numbers.

4.3.2. Command or Alphanumeric Input

Fill-in-the-form or full-screen-editing approach is used in PSF HRIS. A display which looks much like a printed form is presented on the CRT, with the data areas marked by delimiters. The length of each field is indicated by the length of the corresponding shaded areas into which data can be entered. A blinking cursor character is positioned in the first of these data areas. Keyboard controls permit movement among data entries and the input of data, where required. When the user is satisfied with the input, pressing a control key (enter key or any other key depending on the screen

SBF HRIS Menu Structure

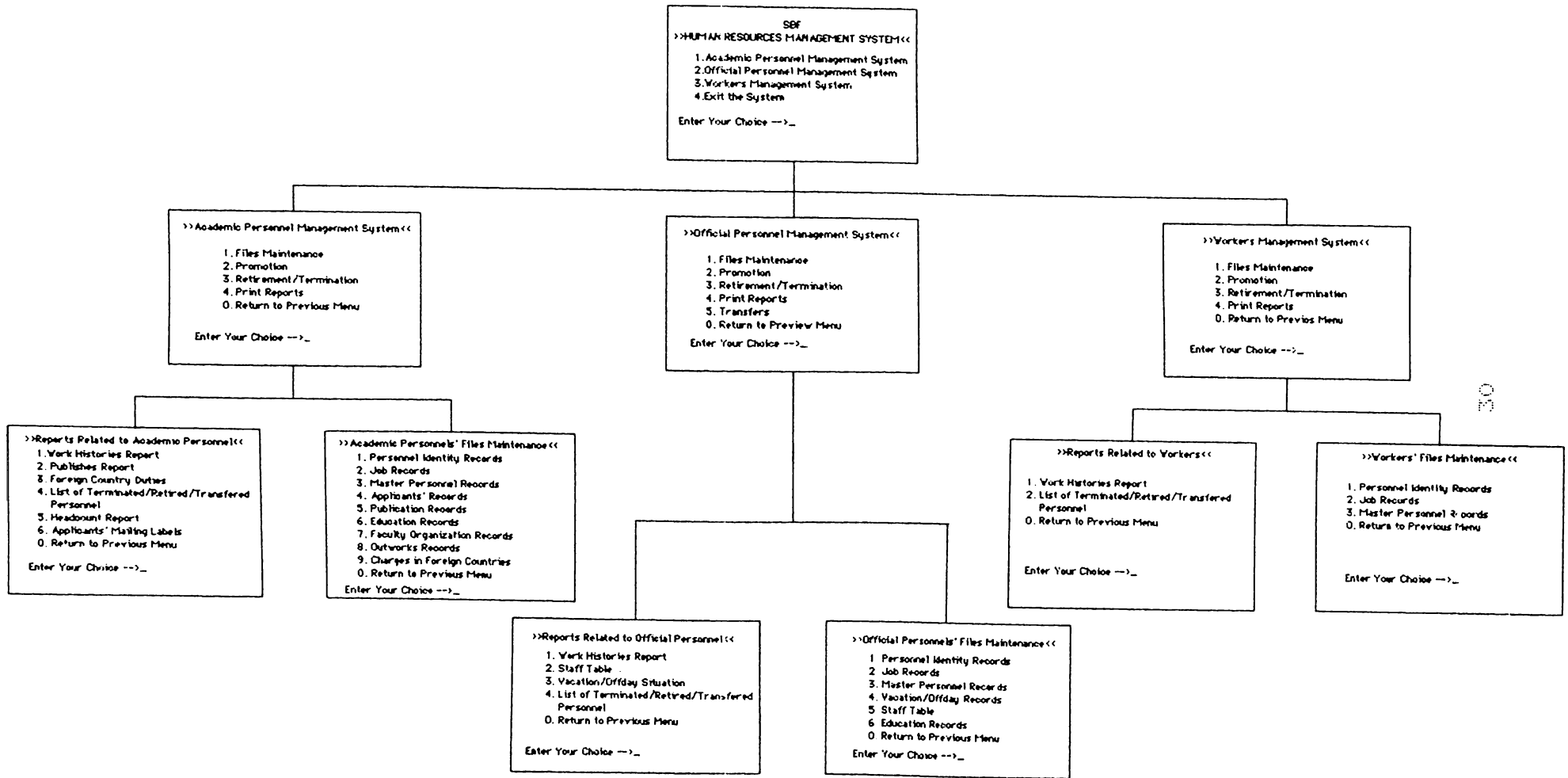


Figure 2. Menu Structure of PSF HRIS

instructions) causes the data to be stored on disk. For illustration a data entry screen of Faculty.dbf is given in Figure 3.

```

-----
-----
                          FACULTY FILE MAINTENANCE DATA FORM
-----
-----
First Name       :
Last Name        :
Academic Title   :
Department       :
Main Science Branch:
-----
-----
                          Make as many entries as you want
                          (Enter BLANKS to terminate)
                          When finished press ENTER
Command          ||<C:>||FACULTY              ||Rec: 29/34      ||
-----
                          Enter a dBASE III PLUS command.
-----
-----
```

Figure 3. Data Entry Screen of Faculty.Dbff

User has the option to make corrections any typing errors before the data is added to the file. However, errors are bound to occur and the following section describes methods for controlling the input to the system.

4.3.3. Input Control

With any user input, a well-designed computer program

should provide some error checking and allow re-entry of obviously wrong values. In PSF HRIS, with a menu, the obvious error check is to make sure that the option number entered is in the range of the options displayed on the screen. If it is not, an error message to this effect is displayed on the CRT (Invalid choice. Please Re-enter) and the user is given another chance to select an option. Other programs in the system have been written to ignore out-of-range inputs and to refuse the acceptance of the input until it has an acceptable value.

For such critical fields as personnel institution number⁷, retirement registry number⁸, social security number, and personnel name, control of input is indispensable. To ensure the control of input to these fields, instead of putting the input directly into the database, a set of memory variables to match the database fields are established by the programs. When user enters the data, it goes first into these temporary variables. Then depending on the type of the fields, some validation rules are applied and out-of-range entries are stopped and a descriptive message clarifying the nature of the error is displayed on the CRT.

4.4. System Output

Approach taken in considering how to generate new reports containing personnel information was started by examining the present reports. Several superfluous items have

⁷ Kurum Sicil No.

⁸ Emekli Sicil No.

been found. New items or data summaries which should be included have been determined. In general, only "need-to-know" information was included. Hence, information overload by including "nice-to-know" information was prevented.

Links generated between database files make it possible to obtain different kinds of outputs. Most of the reports are operational reports which are used in day-to-day management. Examples include total job vacancies, new hires, quits, retirements, promotions. Since analytical reports are needed less frequently they have not been included in the report menu.

The major types of reports (see appendix B) generated by the PSF HRIS are discussed below.

Personnel Work Histories: This report has the same format of the existing work histories report generated by the university's data processing center (see Sicil Ozeti in Appendix A). It would be generated for each personnel in the faculty at periodic intervals. Identity.dbf, Job.dbf, and Personne.dbf are the database files which are used to generate personnel work histories.

Vacant Positions Report: It shows the vacancies (staff title and the number of vacancies on that staff position). Staff.dbf is used for this report. Option "2" in the menu titled as Official Personnel's Reports generate the report.

Vacation/Offday Report: Use of the vacation and other absenteeism permits of each official personnel is listed and the total of each absenteeism type, and the unused annual

vacation are also indicated in the report. Offday.dbf is the related file.

Publications Report: It gives the list of publications of each academic personnel up to the time of the report generation. Publish. dbf is the file used for this.

Applicants Mailing List: It is used to communicate with the applicants for any purpose (e.g. to inform the exam date , the application result etc).

Foreign Country Charges: If an academic personnel goes to a foreign country for academic work, list of his/her name, period spent in the foreign country and other detailed information is shown in this report. It is similar to the report named as "Yurtdisi Gorevlendirme Bilgi Formu".

List of Terminated/Retired/Transferred Personnel: When a staff member leaves the faculty, the reason for leaving is recorded to the related field in the Job.dbf. From this file the list of terminated, retired, and transferred personnel can be generated.

Outworks Report: It is the report to show the outwork of the academic personnel. All records of the academic personnel in Outworks.dbf is listed in this report.

Headcount Report: It is the list of the academic personnel in the faculty. The column titles are the full name, department, title, and the science branch of the personnel. Faculty.dbf is the file used to generate this report.

4.5. Screens

The screens are the only part of PSF HRIS system that

the user sees. In other words, to the user, screens are the application. Some precautions that have been applied in screen design are as follows;

- * Screens have been designed to contain minimal information considering the limitations of human information processing capabilities.

- * Transaction screen has been designed to carry a minimum number of instructions.

- * There is one screen for each document. The user does not flick through a pile of documents to enter the next field. For example for "ID Card Form" one screen is designed .

- * The use of function keys is avoided. In most applications, especially for intermittent users, the use of function keys should be avoided (Cornes, 1989).

In this chapter new system designed for PSF Personnel Department has been clarified. It has been said before that database is the most crucial thing in HRISs. So, following chapter is devoted to specifications and contents of PSF database entirely.

5. DATABASE

PSF HRIS is constructed around twelve database files. In order to start the design, the information to be included in the database has been selected. Our criterion was to establish a list of personnel data items that (1) relate directly to personnel in the faculty, and (2) will be used on a regular basis by the personnel department staff. This list has been compiled by studying the documentation and forms of present faculty personnel system, including interviews with the personnel manager.

While putting fields to each database file, the most pertinent information relating to the personnel system has been included. On the other hand, we do not wish to go overboard by introducing excessive detail into each record. Too much detail would place an unnecessary burden both on the available file storage resources and on the ability of the user to easily manage the data. In the next section, a brief description for each database file is given.

5.1. Database Files

A brief description of the database files of PSF HRIS is given below. The data dictionary is given in appendix C.

Apply Database File(DBF): Personnel manager has a stack of job applications for research assistantships and assistant professor positions. To determine if any of these candidates possess the necessary qualifications, personnel manager using a basic data file of recent job applicants, could search the

records. The information in "Application Form" is entered into this file so personnel manager receives his answers within minutes. This file contains name, department and science branch⁹ the applicant applied for, foreign language chosen for proficiency test, university name and department graduated from, grade point average, sex, nationality, birth date, birth place, nationality, phone number, home and work, result of language proficiency test, science exam and interview, date of application, application number.

Personne.DBF: This file contains basic facts of personnel in the faculty, Institution Register Number, retirement register and social security number, personnel class, address (home), phone number, (home and work), citizenship, country, marital status, spouse's name, spouse's employment, number of dependents, military service, date of educational degree, educational level attained, foreign language(s), health condition, security investigation, discipline charges. Unlike the Apply.dbf, *Personne.dbf* contains records of all four classes of current faculty personnel.

Identity.DBF: Since ID Card information is used frequently for several purposes in the personnel department, it is recommended to create a database file for this purpose. This database file contains Identity Card information of all four class of current faculty personnel- name, father's name, mother's name, birth date, birth place, marital status, sex, city, district and village where the personnel has been registered, ID card series and numbers, volume number, page

⁹ Ana bilim dali

number, register series number, name of registry which gave the ID card. When a personnel is terminated or transferred to another institution, his/her record is deleted from this file. This information is kept in his/her file manually in the archive.

Faculty.Dbf: Faculty database file looks like the organization chart for the academic part of the faculty. It contains name, academic title, department, science branch of academic personnel.

Staff.Dbf: This file is related to the official personnel management system only. It includes all the official positions at the faculty (job titles), number of positions currently filled, the number of vacancies on that position, and total number of staff at this position. The purpose of this information is to allow personnel manager to track the vacancies and to inform the university personnel department on time for official personnel requirement.

Offday.Dbf: It is like a transaction file for vacation/offdays records of official personnel only. When a personnel is permitted for a leave, one record is added to this file. It contains name of the personnel whom the permit is issued to, department, title, absenteeism reason, beginning of offdays and end of offdays.

Outworks.Dbf: It is the file for recording details of the academic personnel who work out of the faculty usually for lecturing in other universities besides their work in PSF. It includes such information as name, the name of the institution, status of work, hours worked per week, article

of the law on which the permit is based, beginning date of the work, ending date of the work.

Abroad.Dbf: It is also a transaction file for records of academic personnel being in another country for an academic work. It contains such information as the name of personnel, the period stayed in abroad, reason for being in abroad, country and city, subject of the work, permit type (with payment, without payment). When a personnel is goes for a seminar for example, his/her record is added to his file.

Education.Dbf: It contains educational information regarding all personnel excluding workers in the faculty. To serve both academic and official personnel, details about the date of academic titles earned and university name has been put into the file. The fields included are the name of the personnel, foreign language(s), college (university name, field, date of graduation, graduate education (university, name, field, date university name and date of doctorate, associate proffeessor, professor degree, and education in progress (type).

Publish.Dbf: It contains the publications of the academic personnel. Name of the personnel, the name, type, date, and place of his/her publications are the information contained in this file. It is also a transaction file; every record is one publication. So personnel has the same number of records with his/her number of publications in the file.

Job.Dbf: It is the file containing all job specifications of all personnel classes. It shows the current work force of the faculty. The fields are personnel institution number, name, job title, appointment date, ending date of appointment,

staff title, staff degree, retirement earned (degree, stage,date), job salary (degree, stage, date), earned salary (degree, stage, date), starting date, ending date, termination reason.

Job-Hist.Dbf: The structure of this file is the same as the structure of job.dbf file. Whenever a personnel is promoted to a higher position, dismissed ,retired or transferred, his/her record in the job.dbf would be transferred exactly to the job-hist.dbf.

After system design stage, which is explained in this chapter and the previous chapter, has been completed properly, the computer programming can be accomplished. In the next chapter, development of the software is explained.

6. PROGRAM DEVELOPMENT

Programs, which direct the PSF HRIS, is broken into separate programs or modules. Dbase III Plus has a powerful feature; a complex program can be divided into separate, reasonably sized pieces and this is almost a necessity for this large application. This process of modularization greatly simplifies the process of writing, reading, and debugging programs. Programs can be categorized as menu programs, report programs, file maintenance programs and programs which are called from the file maintenance programs like add, edit programs. List of each program is given in Appendix D. To simplify the understanding and writing not only PRG extensions but also several extensions have been used for command files; menu programs have the PRG, record adding programs have ADD, editing programs have ED, file maintenance programs have MAI, report programs have REP and PRG, output screen programs have OUT, and input/ output programs have IO as the extensions. For convenience, related programs for a database file have been named by the same name of that database file.

There is no doubt that a prewritten program can not account for every possibility. Hence, the most widely used processes in the PSF personnel system have been included in the programs. This is the major limitation of the programs developed in this study.

Report generator of dBASE III Plus is used for generating system outputs. It provides an easy method for

generating line and column oriented output. The reports formats are saved in separate disk files with a .FMT extensions.

Being the core of the system, the file maintenance programs are explained in detail in the next section. Other programs except menu programs are called by the file maintenance programs and together serve the same function.

6.1. File Maintenance Program

There exists one file maintenance program for every database file in the system. The command files are given the same file name as their associated database file for convenience and .MAI is given for their extensions. The function of these programs, in short, is to maintain records in the associated database files.

At the beginning of these programs, an index file based on personnel name or personnel number (depending on the database file) is initialized. When name is the key, the index is defined by last and first name assuming that personnel name is unique. This index lets the user search for records with the search tool as names. User is allowed to enter both upper and lower characters to represent a search value.

The screen displays presented by the file maintenance programs as implemented in the PSF HRIS are given in Appendix E. The "submenu" of options at the bottom of the screen controls operation of this program. An option is requested by pressing the letter key associated with the option. Programs

accept both lower and upper key entries in the selection of options. Instruction for carrying out each option is provided on the screen. Therefore, little, if any, documentation would be required for the user to utilize the program. There are two submenu options in these programs and they can be displayed successively upon request. Returning to other submenus is available and given as an option in each submenu.

The options for any file maintenance program are as follows:

1. <A>dd Record. This option displays a record with blanks for all data elements, and positions the cursor at the first data element. Full-screen editing is used to enter values, with the cursor control keys used to move within and among fields. User can make as many entries as he/she wants. Entering blanks for the data elements allows the user to return to the submenu. Figure 4 shows the screen when this option is selected. If there exists no record of the personnel requested, a message is shown at the bottom.
2. <N>ext Record: Displays the record with the next higher key in the active index to the one currently displayed.
3. <P>revious Record. Displays the record with the next lower key in the active index to the one currently displayed.
4. <S>earch Record. When S is pressed, a request to input the key (name or personnel number depending on the database file) for the desired record replaces the submenu. Figure 5 shows the related screen. After typing a new value, the active index is used to locate a matching record, then the record is displayed.

FACULTY FILE MAINTENANCE DATA FORM

First Name :
Last Name :
Academic Title :
Department :
Main Science Branch :

Make as many entries as you want
(Enter BLANKS to terminate)
When finished press ENTER

Command |||C=||| FACULTY |||Rec: 10/34 ||| Num
Enter a dBASE III PLUS command.

Figure 4. Layout for Data Entry

Enter the Personnel Full Name

Then Press Enter.....

First Name:
Last Name:

Command |||C=||| FACULTY |||Rec: 10/10 ||| Num
Enter a dBASE III PLUS command.

Figure 5. Screens Displayed for Record Searching

5. <M>enu Next. Pressing M returns to the next submenu and next menu replaces the first one on the screen. See Figure 6.

```

      Education File Maintenance
-----
First Name: TEKIN      Last Name: ALACUR      Today's Date: 10/15/9
University Name      Field      Year
-----
Undergraduate      PARIS UNIV.      LAW      196
Graduate      PARIS UNIV.      LAW SCIENCES      196
Doctorate      PARIS UNIV.      197
Assoc.Proff.      ANKARA UNIV.      197
Proff.      ANKARA UNIV.      198
Education in Progress

Record No:

Add Record      Previous Record      Next Record
Search Record      Menu Next      Return Prev.Menu

Your Selection
Command      ||FC|| EDUCATIS      ||Rec: 10/15      ||||

Enter a dBASE III PLUS command.
-----
      Education File Maintenance
-----
First Name: TEKIN      Last Name: ALACUR      Today's Date: 10/15/
University Name      Field
-----
Undergraduate      PARIS UNIV.      LAW
Graduate      PARIS UNIV.      LAW SCIENCE
Doctorate      PARIS UNIV.
Assoc.Proff.      ANKARA UNIV.
Proff.      ANKARA UNIV.
Education in Progress

Record No:

Delete Record      Edit Record
Print Record      Return Prev.Menu

Command      ||FC|| EDUCAT      ||Rec: 10      ||||

Enter a dBASE III PLUS command.

```

Figure 6. Screens Displayed at the Beginning of the File Maintenance Program

6.<R>eturn Previous Menu. Pressing R returns to the previous menu.

7.<D>elete Record. The D key toggles the delete flag for the record currently displayed. If the record is already flagged for deletion, a message asking to user whether to remove the record from the file, is displayed on the screen. See Figure 7.

8.<M>odify Record. Modifying operates much like adding a record, but alterations are made to the currently displayed record instead of a new record. Again full-screen editing is displayed at the message asking if there is other change, immediately below the record currently displayed terminates the edit and returns to the submenu.

9.<P>rint Record. After pressing P, pressing again P at the message allows to get a printout of the current record displayed. Any other key returns to the submenu. Figure 8 shows the related screens.

>>Applicants' File Maintenance<<

Today's Date: 10/15/90

First Name	: SERDAR	Foreign Language	: E
Last Name	: AKIN	Sex	: M
Department Applied	: ECONOMY	Tel(home)	: 3429853
Main Science Branch	: ECONOMETRICS	Tel(work)	: 402
University Graduated	: ANKARA UNIV.SBF/ECONOMY	Birthdate	: 09/17/63
Address	: BULTEN SOK.40/2 KUCUKESAT	Birthplace	: KONYA
City	:	GPA	: 70.55
Language Exam Result	: SUCCESSFUL	Application Date	: 02/05/88
Science Exam Result	: FAIL	Application No	: 20
Interview Result	:	Record No	: 3

Press Y To Delete Record N
Press Any Other Key To Continue

Command ||<C>||APPLY ||Rec: 3/10 || ||Num

Enter a dBASE III PLUS command.

>>Applicants' File Maintenance<<

Today's Date: 10/15/90

First Name	: SERDAR	Foreign Language	: E
Last Name	: AKIN	Sex	: M
Department Applied	: ECONOMY	Tel(home)	: 3429853
Main Science Branch	: ECONOMETRICS	Tel(work)	: 402
University Graduated	: ANKARA UNIV.SBF/ECONOMY	Birthdate	: 09/17/63
Address	: BULTEN SOK.40/2 KUCUKESAT	Birthplace	: KONYA
City	:	GPA	: 70.55
Language Exam Result	: SUCCESSFUL	Application Date	: 02/05/88
Science Exam Result	: FAIL	Application No	: 20
Interview Result	:	Record No	: 3

This Record Is Already Marked For Deletion
Want to Permanently Delete(Y/N)?

Command ||<C>||APPLY ||Rec: 3/10 || ||Num

Enter a dBASE III PLUS command.

Figure 7. Screens Instructions for Record Deletion

>>Offday File Maintenance<<

Today's Date: 10/15/90

First Name : ALPARSLAN
Last Name : ARABACIOGLU
Title : SECRETARY
Department : MANAGEMENT
Absenteeism Type : EXCUSED
Beginning of Leave: 06/05/90
End of Leave : 06/07/90

Record No:

Set Up Printer. Then Press P To Print
Any Other Key Cancels Output Request

Command

||<C>||OFFDAY

||Rec: 3/13

||

||P||

Enter a dBASE III PLUS command.

First Name : ALPARSLAN
Last Name : ARABACIOGLU
Title : SECRETARY
Department : MANAGEMENT
Absenteeism Type : EXCUSED
Beginning of Leave: 06/05/90
End of Leave : 06/07/90

Figure 8. Screens Instruction for Printing Record Content.

6.2. System Testing

After the system has been designed and programmed, it should be tested. This testing should include not only computer programs, but also the production of test copies of reports and other outputs. To accomplish this, test data has been generated and entered into the database files. Some of these data are phony such as personnel names. First, program modules have been tested individually, for example the faculty file maintenance module. Afterwards, the entire system has been tested. All possible actions with PSF HRIS have been tried: personnel information corrected, new records added, personnel's records searched etc. Also every possible CRT output and outputs from the printer have been scrutinized very carefully.

6.3. System Updating

One problem common to all HRISs is the constant updating inevitable to avoid the GIGO (garbage in- garbage out) syndrome. PSF HRIS database accuracy must be continually maintained and updated because fields of information (address, phone numbers, job titles, departments etc.) are constantly changing. To assure an accurate updating, all faculty personnel would get a standardized "update form" at periodic intervals, such as annually. If any change regarding the personnel data is previously missed, it should be "captured" at this point.

6.4. System Operation

Assuming the personnel department would use the program on a microcomputer with hard disk, the general process for running the PSF HRIS involves the following steps:

1. Initialize (boot) the computer with a disk operating system (DOS) disk in the system disk drive, drive A. Be sure to enter the correct date when you are prompted to do so, because the date will be printed on reports and displayed on screen.

The files provided on PSF HRIS disk should be copied to the hard disk.

2. Remove the DOS disk from the A drive. Place the disk labeled "systems disk 1" in drive A and type DBASE, and then press the enter key. Disk drive A will run while the memory resident part of dBASE is loaded. The dBASE copyright message will then appear on the screen.

3. Next, you will be prompted to place system disk 2 in the A drive and press the enter key. System disk 2 must never be removed from the A drive while you are running the PSF HRIS.

4. Operation of the PSF HRIS is initiated by typing DO SYSMENU at the dBASE dot prompt. It results in display of the first menu from which the PSF HRIS's first option may be selected.

You must complete the above steps each time you work with the PSF HRIS.

7. IMPLEMENTATION

7.1. Database Security

Such personnel data as health condition, termination reason, discipline charges, even telephone numbers and addresses may be considered as confident data. Thus, some security features should be provided by the system to protect personnel data from sight, change, or removal by an unauthorized person. dBASE currently offers few security features for the system. It is particularly vulnerable. Anyone with little knowledge of dBASE commands and access to the dot prompt can view or change the PSF HRIS database. Though the best protection is to remove the database and lock it up, but this is not practical on a hard-disk.

The most common way to enforce security is to limit database access by means of "password protection". dBASE provides no password facility which is often useful in application programs. A simple password feature could be set up in PSF HRIS. The program (see appendix C) interfaces between user and the system is a place to put a password-checking mechanism. Thus, user would have to enter the correct password before the first menu is displayed on the screen. A password database file has been set up in the PSF database. Each record in that database file contains a user ID, which identifies all the personnel staff who have access, and a password associated with that user ID. It is obvious that storing the password in a database called PASSWORD.DBF is not an ideal solution to the security. Thus

the real passwords are stored in ZTRY.STR, while the phony passwords are stored in a file called PASSWORD.DBF. It would be a confusing deterrent. User signing on would get three tries to get the password right. If the user is unsuccessful after three tries, the SECURITY VIOLATION is shown on the screen, and the system goes into an infinite loop, requiring the user to reboot.

Another security technique is to disguise the file names. People sometimes catch on the fact that DBF are database, PRG are program files. If they can get into dBASE, they can look at these databases on their own. Obviously this method provides only a low level of security. But, on a hard disk with more than 100 files on it like PSF HRIS, most people would be deterred from trying to break into the system because of the amount of work it would take.

7.2. Data Backup and Recovery

Hardware and operator failures are facts of life that must be planned for when an information system is implemented. The disks on which data is stored may be destroyed through mechanical problems, software problems, or user mistakes. The principle defense against loss of data is to provide a backup and recovery mechanism. Making copies of data on floppy disks routinely or even printout data perhaps at the end of each working day can be used with PSF HRIS. But weekly backup is more appropriate since the volume of data processed in PSF HRIS is not so large. In that way if a data disk is destroyed, the last backup can be used, with reentry

of the most recent data to bring its contents up to date.

7.3. System Evaluation

The list given below suggests a number of enhancements to the system to make it more useful for PSF personnel department.

1. Integrating payroll/ personnel system into a single HRIS for PSF. The advantage of integration might be substantial. First, data is entered once (instead of twice) into two separate systems, since there are data elements common to personnel and payroll systems, such as name, address, social security number etc.). Second, edits assure data consistency and accuracy. Third, updates and changes are carried out once. Finally, separate files are merged into one storage.
2. Designing a menu interface which has shortcuts: A drawback to menu selection in PSF HRIS is its inefficiency for the expert user who wants to go directly to a specific command. A menu of menu names can be designed so that user may immediately specify a lower level menu that bypasses the menu displays.
3. Entry of data to the screen does not always match user manual activities. Data should be depicted on the screen in the order in which it comes to the user's eye while reading from the source document.
4. Lack of procedure for backing up the database files: A program which can create a copy of the database files under a new name could be put into the PSF HRIS. The file backup option could then be added to the menu options also.

5. More error checks could be put into programs; for example, checks make sure that the user enters valid date, and quantitative inputs.

6. Putting other personnel activities into PSF HRIS such as benefit administration (health), family and housing aid administration would enhance the database by information related to these activities.

8. CONCLUSION

The personnel information system described in this study has been designed to generate and keep the personnel data indispensable for the PSF's use in its daily personnel administration process. Although the system design has been focused exclusively on this particular faculty's needs, the concepts, reports, and interactive possibilities could serve as a model to other faculties that might want to establish such a system with a minimum of resources. PSF HRIS needs many enhancements. Implementing a personnel information system for the PSF personnel department requires a strong commitment and involves sizable expenditures of time. It would take time till the system is in place and works to full capacity. But the study has indicated that once the system is in operation, it would dramatically increase the efficiency of the department with respect to a variety of managerial functions.

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APPENDICES

APPENDIX A

T.C.
ANKARA ÜNİVERSİTESİ
SİYASAL BİLGİLER FAKÜLTESİ
DEKANLIĞI

- YILLIK İZİN (Kırmızı)
 MAAZERET İZİNİ (Mavi)
 RAPOR (Yeşil)
 GÜNLÜK İDARİ İZİN (Siyah)

198... YILI İZİN DURUMU ÇİZELGESİ

AYLAR	G Ü N L E R																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Ocak																																
Şubat																																
Mart																																
Nisan																																
Mayıs																																
Haziran																																
Temmuz																																
Ağustos																																
Eylül																																
Ekim																																
Kasım																																
Aralık																																

Bir önceki yıldan aktarılan izin gündür.

YURTDIŐI GÖREVLENDİRME
BİLGİ FORMU

GÖREVLENDİRİLMESİ TEKLİF EDİLEN ELEMANIN:

- 1- Adı-Soyadı, Unvanı
- 2- İdari görevleri
- 3- Görevlendirme türü:
 - a) Kısa süreli
 - b) Uzun süreli
- 4- Görevlendirme sebebi:
 - a) Bilimsel toplantı
 - b) İnceleme, araştırma
- 5- Görevlendirme süresi:
- 6- Ne şekilde görevlendirildiği:
 - a) Kurum adına
 - b) Yolluklu, gündelikli
 - c) Yolluksuz
 - d) Burs temin edilerek
 - e) Başka bir kurumun talebi üzerine
- 7- Yurtdışından burs veya ücret sağlanmışsa, hangi kurumdaki burs veya ücretin tutarı
- 8- Üniversitemizdeki hizmet süresi
- 9- Bundan önceki son 10 yıllık kısa ve uzun süreli görevlendirilmeleri:

Görevlendirilme Süresi

Görevlendirilme Sebebi

Görevlendirildiği
Ülke Şehir

- 10- Yurtdışında görev yapacağı sürece eğitim-öğretim programının aksamayacağı hususunda Bölüm Kurulu önerisi ve Fakülte Yönetim Kurulu görüşü eklenecektir.
- 11- Fakülte Yönetim Kurulunca kabul edilen çalışma raporunun bir kopyası eklenecektir.
- 12- Bilimsel toplantıya katılacaklar için tebliğin bir örneği eklenecektir.

Resmi Mühür

İmza

T.C. ANKARA ÜNİVERSİTESİ SİYASAL BİLGİLER FAKÜLTESİ ARAŞTIRMA GÖREVLİSİ SINAVI GİRİŞ BELGESİ		Fotoğraf.
Adı Soyadı :		
Sınavı Gireceği	Bölümü :	
	Anabilim Dalı :	
	Bilim Dalı :	
Yabancı Dil :		ONAY.
Yabancı Dil Sınav Tarihi		
Saat :	No :	

AÇIKLAMA

Fakültemizde yapılacak olan Araştırma Görevliliği sınavı, Yabancı Dil Sınavı ile başlayacaktır. Sınav bir bütün olup, yabancı dil, bilim ve sözlü sınavlardan oluşmaktadır. Yabancı Dil Sınav sonuçları ve onu takip edecek sınavların günleri ve sonuçları adaylara ayrıca bildirilmeyecek; alışlagelmiş usullerle fakültede ilan edilecektir. Adaylar sınav sonuçlarını ve günlerini kendileri fakültede yapılacak ilanlardan takip etmek durumundadırlar. Yabancı dil sınavında Yabancı dilden Yabancı dile sözlük kullanılabilir.

Bilim Sınavı ve Gerekli görülürse sözlü görüşme sonucunda atanması teklif edilecek adayların aşağıdaki belgeleri onaylı olarak Fakülte Personel Müdürlüğüne bir dosya halinde teslim etmeleri gerekmektedir.

- 10 - Fotoğraf 4,5×6
- 2 - İkamet Belgesi (muhtar)
- 6 - Nüfus C. Örneği (noter)
- 1 - Sabıka Kaydı
- 1 - Sağlık Raporu
- 2 - Öğrenim Belgesi (noter)
- 6 - Bilgi Formu (personelden alınacak)
- 1 - Transkript

Not : Belgelerin aslı veya noter onaylı olması gereklidir.

**AİLE YARDIMINA ESAS
EŞ VE ÇOCUK BİLDİRİMİ**

I. C. Standart form no. 1.4.135

Normal
Bildirim Değişiklik
Bildirimi

- DİKKAT:** 1. Bu form kamu personeline (işçiler dahil) bakmakla yükümlü buldukları eş ile öz-
üvey ve evlatlık çocuklarına aylık yardım yapılmasını bildirmek için kullanılır.
2. Formun doldurma amacını belirleyecek ilgili seçme kutusu ve "cinsiyeti," "öğrenime
devamı," "durumu" sütunlarına (x) işareti konur.
3. Formun doldurulmasına ait diğer açıklamalar arkadadır.

Kurumu adı		Ait olduğu ay, yıl											
Bildirimde bulunanın adı, soyadı	Unvanı	Sicil no.											
Eşinin adı, soyadı	Eş menfaat karşılığı çalışıyorsa işyerinin adı	Eş için aldığı aile yardımı											
Yarımdan yararlanacak çocuğun			Cinsiyeti	Öğrenime devamı				Durumu					
Adı, soyadı	Doğum tarihi (gün, ay, yıl)	Öz. jivey evlat edin.	Kız	Erkek	Oku- muyor	İlk	Orta	Yüksek	Yük. okula kayıt tar.	Bekar	Dul	Malul	Boşan- mış
Bildirimde bulunanın imzası, tarih, pul					Tasdik edenin adı, soyadı, unvanı, imzası								

DMO STOK NO. 714.135

A.Ü. SİYASAL BİLİMLER FAKÜLTESİ

.../.../198

Tayin Olanlar				Ayrılanlar			
Ünvanı	Adı Soyadı	Araştırma Bölümü	Em. Durumu Atandığı	Ünvanı	Adı Soyadı	Araştırma Bölümü	Ayrılan Nedeni

Kayıtlara Uygundur.

ANKARA UNİVERSİTESİ
İDARİ PERSONEL BİLGİLERİ
DEĞİŞİKLİK BİLDİRİM FORMU

BİRİMİ :

KURUM SİCİL NUMARASI	ADI SOYADI	DEĞİŞEN BİLGİ ALANININ ADI	YENİ BİLGİ

FORM DOLDURANIN : ADI SOYADI :
İMZA :

TARİH : / /19

SIYASAL BİLGİLER FAKÜLTESİ DEKANLIĞINA
ANKARA

Fotoğraf

Fakültemizde açılan araştırma görevliliği Sınavına Yabancı Dilden
..... Anabilim Dalında Katılmak İstiyorum.

Gereğini saygılarımla arz ederim. / / 19....

Adı Soyadı
(İmza)

GEREKLİ BİLGİLER

BİTİRDİĞİ YÜKSEK ÖĞRETİM KURUMU VE BÖLÜMÜ :

LİSANS NOT ORTALAMASI:

KİMLİK BİLGİLERİ :

Seri : No. :
Adı Soyadı :
Baba Adı :
Ana Adı :
Doğum Yeri ve Tarihi :
Cinsiyeti :
Medeni Hali :
Nüfusta Kayıt Olduğu
İl :
İlçe :
Mahalle/Köy :
Cilt No. :
Sayfa No. :
Kütük Sıra No. :
Verildiği Nüfus İdaresi :
Cüzdan Kayıt No. :
Veriliş Tarihi :

AÇIK YAZIŞMA ADRESİ :

Varsa ankaralı Tel.:
Yukarıdaki bilgileri doğru olarak
doldurdum.

(İmza)

BU BÖLÜM FAKÜLTE PERSONEL BİRİMİNDE DOLDURULACAKTIR

Yabancı Dil Sınavı	<input type="checkbox"/> Başarılı	<input type="checkbox"/> Başarısız	<input type="checkbox"/> Katılmadı
Sınav Tarihi			
Bilim Sınavı	<input type="checkbox"/> Başarılı	<input type="checkbox"/> Başarısız	<input type="checkbox"/> Katılmadı
Sınav Tarihi			
Görüşme	<input type="checkbox"/> Başarılı	<input type="checkbox"/> Başarısız	
Görüşme Tarihi			
SONUÇ :	<input type="checkbox"/> Atanması Yapıldı	<input type="checkbox"/> Atanması Yapılmadı	

Başvuru Tarihi: ... / ... / 19

Başvuru No :

NOT: Özgeçmiş formun arkasına yazılacaktır.

T.C.
ANKARA UNIVERSİTESİ
Personel Daire Başkanlığı

Kurum sicil numarası:		31 - 14459			
Adı ve Soyadı:		İNÖAN BERETARLA			
Doğum yeri ve tarihi:		İLGAZ 11/ 2/1964			
Kurum dışında okul:		ENDÜSTRİ YERLİĞESİ -1971			
Standığı görevin:	Kadro Unvanı:	TEKNİSYEN			
	Fillen yaptığı görev:	HASTANELER BAŞ. KOD. da TEKNİSYEN (T.C.)			
	Kadro derecesi:	Emekli müktesebatı	Ka.Mk.Aylığı:	Görev aylığı:	Östergçe Üstü
	0	11/ 2	11/ 2	11/ 2	
	Tarih:	7/ 7/1999	7/ 7/1999	7/ 7/1999	
Ne suretle standığı:		Kadro derecesi değişikliği			
Eski görevin:	Kadro Unvanı:	TEKNİSYEN			
	Fillen yaptığı görev:	YAPI İŞLERİ DAİRE BŞ da TEKNİSYEN (T.C.)			
	Kadro derecesi:	Emekli müktesebatı	Ka.Mk.Aylığı:	Görev aylığı:	Östergçe Üstü
	11	11/ 2	11/ 2	11/ 2	
	Tarih:	7/ 7/1999	7/ 7/1999	7/ 7/1999	
Edirsinin kandan ayıldığı:					
Atanmasına esas olan:	Ölümünün teklifi:				
	Kanun mad.	657 S.M.M. 45. mad.ğar.			
Not :					

Teknikide durumu açık olan İNÖAN BERETARLA'nın Kadro Derecesi Değişikliği'nde Kanununa sakınca bulunmadığını saygılarımla arz ederim.

0 1 1 R

27 / 11 / 1999

R E K T Ö R
Prof.Dr.Nurdet Serin

Genel Sekreter
Ayhan Hittanal

11. Öğrenim Durumu

Ay ve Sene		DİPLOMA	
Tarihten	Tarihe	Lise ve Yüksek Öğrenim Kurumu	Diploma Derecesi

12. Ehemmiyetsiz trafik suçları dışında herhangi bir kanuna veya nizamlara aykırı hareketinizden dolayı tevkif edildiniz mi? Aleyhinizde bir iddianame tanzim edildi mi? Herhangi bir askeri veya sivil ceza dâvasında suçlu olarak mahkemeye davet edildiniz mi? Aleyhinizde tecil edilen bir mahkeme kararı verildi mi? Veya hapsedildiniz mi?

EVET

HAYIR

Şayet cevaplarınız (Evet) ise, suçun nev'i, tarihi, mahkemenin yeri, verilen ceza veya karar hakkında aşağıda bilgi veriniz :

13. Yukarıdaki bilgilerin doğruluğunu beyan ederim.

Tarih :

İmza :

2547 Sayılı Kanun'un 2880 Sayılı Kanun ve 243 Sayılı Kanun Hükmünde Kararname ile Değişik 38.maddesine göre görevlendirilecek Öğretim Elemanları için form

GÖREVLENDİRİLECEK ÖĞRETİM ELEMANININ :

Unvanı, Adı ve Soyadı	
Anabilim Dalı	
Anabilim dalında Öğretim Elemanı Sayısı (Unvanlarına göre)	
Bulunduğu Yükseköğretim Kurumunun (Fakülte, Enstitü, Bölüm ve bunun gibi) Öğrenci Sayısı	
Anabilim dalı için 40(a,b) ve 41. maddelere göre diğer Üniversitelerinden talep olup olmadığı	
İlçilinin bulunduğu Anabilim Dalında 2547 Sayılı Kanun'un 38, 40, 41. maddelerine göre görevlendirilen Öğretim Elemanı Olup olmadığı	
İlçilinin Yükseklisans ve Doktora Programında derisi olup olmadığı	
İlçilinin daha önce 2547 Sayılı Kanun'un 38, 40, 41. maddelerine göre görevlendirilip görevlendirilmediği	
Görevlendirileceği görev (biliniyorsa) ve unvanı	
Görevlendirilenin ders yükünü üstlenecek Öğretim Elemanı veya Elemanları	

İŞ TALEP FORMU

DİKKAT : Gerçeğe aykırı beyanda bulunduğu tesbit edilenler hakkında Türk Ceza Kanununun ilgili hükümleri uygulanır.

Kurumu					4,5x6 Fotoğraf	
Soyadı	Adı	Cinsiyeti Erkek <input type="checkbox"/> Kadın <input type="checkbox"/>				
Doğum Yeri	Doğum Tarihi	Medeni Durumu Evli <input type="checkbox"/> Bekar <input type="checkbox"/>				
Baba Adı	Anne Adı	İli İlçesi				
Bucağı Mahalle veya Köyü	Sokağı	Ev No.	Cilt No.	Sayfa No.		
Verildiği Nüfus İdaresi	Veriliş sebebi	Veriliş Tarihi	Cüzdan Kayıt No.	Seri No.		
Askerlik Hiz. Yapıldı mı? Evet <input type="checkbox"/> Hayır <input type="checkbox"/>	Yapıldıysa Şekli Yed. Sb. <input type="checkbox"/> Yd. Öğ. Sb. <input type="checkbox"/> Er <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Yapılmadıysa Sebebi Tecilli <input type="checkbox"/> Alınmadı <input type="checkbox"/>			
Mecburi Hizmeti var mı? Evet <input type="checkbox"/> Hayır <input type="checkbox"/>	Varsa Yükümlü bulunan Kurum		Sebebi ve Süresi			
Yüksek Öğrenim Kredi ve Yurtlar Kurumundan Kredi Alındımı? Evet <input type="checkbox"/> Hayır <input type="checkbox"/>		Kredi Alındıysa Süresi				
Sabika Kaydı var mı? Var <input type="checkbox"/> Yok <input type="checkbox"/>	Varsa Yargılama veya Mahkum olma Sebebi		Mahkumiyeti varsa süresi ve sonucu Yıl <input type="checkbox"/> Ay <input type="checkbox"/> Gün <input type="checkbox"/> Tecil <input type="checkbox"/> Af <input type="checkbox"/> Para Ce. <input type="checkbox"/> İnfaz <input type="checkbox"/>			
En son bitirilen öğrenim, tarihi ve derecesi						
İstenilen Görev	Görevle ilgili özel eğitim ve nitelikler.					
Yazışma Adresi :		Bu iş talep formunu gerçeğe uygun olarak doldurdum. /...../198..... İmza				
Formu İnceleyen :						
Adı, Soyadı Tarih ve İmza :						

AÇIKLAMALAR

- 1- Cevaplar iş talebinde bulunanın el yazısı ile ve mürekkepli kalemle doldurulacaktır.
- 2- Bütün sorular tam ve açık olarak cevaplandırılacaktır.
- 3- Cevaplar seçme kutularına X koymak suretiyle belirtilecektir.
- 4- Soruların bir veya birkaçını cevapsız bırakanların talepleri dikkate alınmayacaktır.
- 5- Gerçeğe aykırı beyanda bulunduğu tesbit edilenler hakkında Türk Ceza Kanununun ilgili hükümleri uygulanacaktır.
- 6- İş talep Formuna (4,5 × 6) ebadında bir adet fotoğraf dışında hiç bir belge eklenmeyecektir.
- 7- İş Talep Formunda gerçeğe aykırı beyanda bulunduğu tesbit edilenlerin, kazanmış dahi olsalar imtihanları geçersiz sayılarak atanmaları yapılmayacak, ataması yapılmış olanların atamaları iptal edilecektir.

T. C.
ANKARA ÜNİVERSİTESİ
SİYASAL BİLGİLER FAKÜLTESİ
Personel Müdürlüğü

Sayı :

Karar No. :

Adı ve Soyadı				
Doğduğu Yer				
Mezun Olduğu Okul ve Tarih :				
Tayin edildiği görevin	Adı			
	Kadrosu	K. Hk. Aylığı	E. Müktesebi	
Yeniden, Nakil veya Açıktan				
Eski veya Bugünkü görevin	Adı			
	Kadrosu	K. Hk. Aylığı	E. Müktesebi	
Öncelinin	Adı			
	Ayrılmasının sebebi			
	Kadrosu	K. Hk. Aylığı	E. Müktesebi	
Tayine esas olan evrak ve kanun				

(İlgiliye verilecek).

Yukarıda durumu açık olan 'ın
kanuni sakınca bulunmadığını saygılarımla arz ederim.

Uygundur

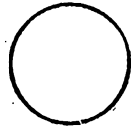
...../...../198...

Dekan

Sekreter

NÜFUS CÜZDANI ÖRNEĞİ

T. C. Standart Form No. : 1.8.115

Seri	No.	Fotoğraf
Soyadı		
Adı		
Baba adı	Ana adı	
Doğum yeri	Doğum tarihi (gün, ay, yıl)	
Medeni hali	Dini	Cinsiyeti
Nüfus kütüğünde yazılı olduğu yer		
İli	Cilt no.	
İlçe	Sayfa no.	
Mahalle veya köyü	Kütük sıra no.	
Nüfus cüzdanının		
Verildiği nüfus idaresi	Veriliş nedeni	
Veriliş tarihi	Cüzdan kayıt no.	Askerlik cüzdan no.
Onaylayanın adı, soyadı, unvanı, imzası, tarih, mühür		
		

DMO STOK NO. 718.115



ANKARA ÜNİVERSİTESİ

İDARİ PERSONEL BİLGİ DERLEME FORMU

(LÜTFEN, AŞAĞIDAKİ ALANLARI OKUNAKLI OLARAK DOLDURUNUZ)

1. Adı :	<input type="text"/>		
2. Soyadı :	<input type="text"/>		
3. Kurum sicil no. :	<input type="text"/>	4. Emekli sicil no. :	<input type="text"/>
5. SSK. no. (varsa) :	<input type="text"/>	6. Doğum tarihi :	<input type="text"/>
7. Baba adı :	<input type="text"/>		
8. Ana adı :	<input type="text"/>		
9. Doğum yeri :	İli : <input type="text"/> İlçesi : <input type="text"/>		
10. Nüfusa kayıtlı olduğu yer :	İli : <input type="text"/> İlçesi : <input type="text"/> Mah./Köy : <input type="text"/>		
11. Nüfus cüzdanı bilgileri :	Cilt no. : <input type="text"/> Sayfa no. : <input type="text"/>		
	Kütük sıra no. : <input type="text"/> Cüzdan seri, ve no. : <input type="text"/>		
12. Cinsiyet :	<input type="checkbox"/> 1. Erkek <input type="checkbox"/> 2. Kadın		
13. Kan grubu :	<input type="text"/> R <input type="text"/> h <input type="text"/>		
14. Adres :	<input type="text"/>		
	Posta kodu : <input type="text"/>		
15. Ev telefonu :	<input type="text"/>		
16. Medeni durumu :	<input type="checkbox"/> 1. Bekar <input type="checkbox"/> 2. Evli <input type="checkbox"/> 3. Boşanmış/Dul		
17. Eşli çalışıyor mu :	<input type="checkbox"/> 1. Evet <input type="checkbox"/> 2. Hayır		
18. Eşli çalışıyorsa çalıştığı yerin niteliği :	<input type="checkbox"/> 1. Bir üniversitede öğretim elemanı <input type="checkbox"/> 2. Bir kamu kuruluşunda görevli <input type="checkbox"/> 3. Bir özel kuruluşta görevli <input type="checkbox"/> 4. Diğer		
19. Çocuk sayısı :	<input type="text"/>		
20. Askerlik durumu :	<input type="checkbox"/> 1. Yapmadı <input type="checkbox"/> 2. Yaptı <input type="checkbox"/> 3. Tecilli <input type="checkbox"/> 4. Muaf <input type="checkbox"/> 5. Yapıyor (kısa dön.) <input type="checkbox"/> 6. Yapıyor (uzun dön.)		
21. Askerlik yaptıysa :	Başlama tarihi <input type="text"/> Bitiş tarihi <input type="text"/>		
	Yedek subay olarak mı/Er olarak mı <input type="checkbox"/> 1. Y. Subay <input type="checkbox"/> 2. Er Sefer görev emri var mı: <input type="checkbox"/> 1. Var <input type="checkbox"/> 2. Yok		
22. Bildiği yabancı dil :	<input type="checkbox"/> 1. İngilizce <input type="checkbox"/> 2. Almanca <input type="checkbox"/> 3. Fransızca <input type="checkbox"/> 4. Diğer		
23. Milli sporcu mu :	<input type="checkbox"/> 1. Evet <input type="checkbox"/> 2. Hayır		
24. Eski hükümlü mü :	<input type="checkbox"/> 1. Evet <input type="checkbox"/> 2. Hayır		
25. Özürlü mü :	<input type="checkbox"/> 1. Evet <input type="checkbox"/> 2. Hayır Özürlüysen Derecesi <input type="text"/> 1. 1 nci <input type="text"/> 2. 2 nci <input type="text"/> 3. 3 ncü		
26. Çalıştığı üniversite birimi :	<input type="text"/>		
27. Çalıştığı yerin niteliği :	<input type="checkbox"/> 1. Büro <input type="checkbox"/> 2. Okul <input type="checkbox"/> 3. Arazi <input type="checkbox"/> 4. Şantiye <input type="checkbox"/> 5. Atölye <input type="checkbox"/> 6. Madenocacı <input type="checkbox"/> 7. Fabrika <input type="checkbox"/> 8. Tedavi kurumu <input type="checkbox"/> 9. Diğer yerler		

Not : 12, 16, 17, 18, 20, 21, 22, 23, 24, 25 ve 27 no.lu alanları uygun olan rakamla kodlayınız.

(LÜTFEN, AŞAĞIDAKİ BÖLÜME HİÇBİRŞEY YAZMAYINIZ)

28. Kadro ünvanı :	<input type="text"/>	29. Kadro derecesi :	<input type="text"/>	30. Teşkilatı :	<input type="text"/>
31. Görev ünvanı :	<input type="text"/>	32. Vekal. yür. ünvan. :	<input type="text"/>		
33. Öğrenim durumu :	İlk işe girişteki : <input type="text"/>	Şu anki : <input type="text"/>	Mezuniyet yılı : 19	<input type="text"/>	
34. Diploma mesleği :	<input type="text"/>				
35. Atama türü :	<input type="text"/>				
İlk atanma tarihi :	<input type="text"/>				
Son atanma tarihi :	<input type="text"/>				
36. Kadrosunun bulunduğu birim görev yaptığı birimden farklıysa : Fiilen görevli olduğu birim :	<input type="text"/>	Görevlendirme tarihi :	<input type="text"/>		
		Görevl. Kanun Md. No. :	<input type="text"/>		
37. Görev aylığı D/K :	<input type="text"/>	38. Kz. hak ayl. D/K :	<input type="text"/>	39. Emek. esas D/K :	<input type="text"/>
40. Gösterge üstü :	<input type="text"/>	41. Son terfi tarihi :	<input type="text"/>		
42. Soruşturmalar :	Adli/İdari : <input type="text"/>				

Yurtdışına Gidecek Görevliler İçin

BİLGİ FORMU:

ADI VE SOYADI
GÖREVI VE KADRO DERECEŚİ
BİLDİĞİ YABANCI DİL
GİDECEĞİ YER
GÖREV KONUSU
GÖREV SÜRESİ (Yol dahil)
HAREKET TARİHİ
MASRAFLAR

SEYAHAT YOLLUĞU (DSVH Dahil)

a- Gidiş/Dönüş Yol Süresi (Gün) :
b- Bir Günlük Yevmiye : TL\$
c- Yevmiye Toplamı : TL\$

İKAMET YEVMİYESİ (DSVH Dahil)

a- İkamet Süresi (Gün) : TL
b- Bir Günlük Yevmiye : TL\$
c- Yevmiye Toplamı : TL\$

ZARURİ GİDERLER (DVSH Dahil) Toplu Konut Fonu Payı

: TL\$

VASITA MASRAFLARI (DSVH Dahil)

VASITA : TL\$

GENEL TOPLAM : TL\$

(Resmi Mühür)

(Hazırlayanın Kimliği, İmzası ve Görev Unvanı)

APPENDIX B

ALI MEHMET, TURK
KINALIEL SOK. 6/12 CANKAYA
ANKARA

AYSE, ESENTEPE
POLAT SOKAK 34/4 GOP
ANKARA

SERDAR, AKIN
BULTEN SOK 40/2 KUCUKESAT
ANKARA

HAYDAR, ERYILMAZ
KASIR SOK. 10/4 SAHULLI EV.
ANKARA

SELIN, DEMIRBAG
4. CADDE 12/6 BAHCELIEVLER
0660 ANKARA

FAHRAMAN, YETKIN
4. CADDE 50/3 BAHCELIEVLER
0663 ANKARA

CEM, ONDER
MITHATPASA C. 10/6 KIZILAY
0600 ANKARA

FUNDA, OZER
32. SOKAK 80/5 BAHCELI EV.
ANKARA

GONUL, OZEREN
HOSDERE C. NO: 56/9
0590 ANKARA

Mali Labels

09/05/90

FACULTY OF POLITICAL SCIENCES

VACANT POSITIONS REPORT

Staff Title	Current Staff	Total Staff	Vacancies	Department
SECRETARY	6	10	4	DEAN'S OFFICE
OFFICER	2	3	1	PERSONNEL
PAYMASTER	3	3	0	ACCOUNTING
SPECIALIST	2	5	3	INFORMATION CENTER
ASSISTANT TO CHIEF	2	3	1	REGISTRATION OFFICE
SECRETARY	0	1	1	INTERNATIONAL RELATIONS
SECRETARY	0	1	1	MANAGEMENT
SECRETARY	1	1	0	PUBLIC ADMINISTRATION
SECRETARY	1	1	0	ECONOMICS
OFFICER	2	2	0	PERSONNEL
OFFICER	3	3	0	ACCOUNTING
OFFICER	2	2	0	ADMINISTRATIVE OFFICE
SALES PERSONNEL	1	1	0	BOOK STORE
SECRETARY	1	2	1	STUDENT AFFAIRS
	0	0	0	
*** Total ***	26	38	12	

FACULTY OF POLITICAL SCIENCES

LIST OF ACADEMIC PERSONNEL HAVING
JOBS OUT OF THE FACULTY

Last	First Name	Place	Status	Hours/week	Law	Beg. Date	End Date
AKGIRAY	OZGUR	M.E.T.U.	INSTRUCTOR	3	2547/40	09/26/88	01/27/89
AKSEN	SINAN	M.E.T.U.	INSTRUCTOR	6	2547/40	10/03/88	01/13/89
ALAGUR	TEKIN	HACETTEPE UNIV.	INSTUCTOR	4	2547/40	10/03/88	02/19/89
ARSEV	NIHAL	BILKENT UNIV.	INSTRUCTOR	3	2547/41	10/03/88	02/19/89
CAKMAK	LATIF	GAZI UNIV.	INSTRUCTOR	12	2547/38	10/01/89	10/30/90
CETIN	YAVUZ	M.E.T.U.	INSTRUCTOR	6	2547/40	10/03/88	01/13/89
COSKUN	TEKIN	BILKENT UNIV.	INSTRUCTOR	5	2547/38	10/10/88	06/09/89
OZEN	MURAT	BILKENT UNIV.	INSTRUCTOR	6	2547/41	10/03/88	09/22/89
SONMEZ	HALIL	M.E.T.U.	INSTRUCTOR	3	2547/40	10/03/88	02/19/89
YALCIN	YUKSEL	M.E.T.U.	INSTRUCTOR	4	2547/40	10/03/88	01/13/89
YILDIZ	ARIF BURHAN	GAZI UNIV.	INSTRUCTOR	16	2547/38	10/01/88	10/30/89

FACULTY OF POLITICAL SCIENCES

PERSONNEL WORK HISTORIES

Title	S/D	R/D	R/S	S/D	S/S	J/D	J/S	DEGREE	Start	End	Reason
OFFICIAL	9	9	2	9	2	9	2	200	07/22/83	05/18/84	APPOINTMENT
OFFICIAL	9	9	2	9	2	9	2	200	05/18/84	11/12/84	STAFF CHANGE
OFFICIAL	8	9	3	9	3	9	3	200	11/12/84	11/30/84	STAGE INCREASE
OFFICIAL	6	9	3	9	3	9	3	300	11/30/84	07/19/85	DEGREE INCREASE
OFFICIAL	7	8	2	8	2	8	2	350	07/19/86	07/22/86	STAGE INCREASE
OFFICIAL	6	8	2	8	2	8	2	400	07/22/86	07/22/87	STAGE INCREASE
OFFICIAL	7	8	3	8	3	8	3	500	07/22/87	07/09/88	STAGE INCREASE
OFFICIAL	7	7	1	7	1	7	1	600	07/09/88	07/09/88	DEGREE INCREASE
CHIEF	5	7	1	7	1	7	1	600	07/09/88	07/09/89	STAGE INCREASE
CHIEF	5	7	2	7	2	7	2	700	07/09/90	/ /	STILL WORKING
*** Total ***	69	81	21	81	21	81	21	4050			

FACULTY OF POLITICAL SCIENCES

LIST OF TERMINATED/RETIRED/TRANSFERED PERSONNEL

Ins.No	RTR/SSNO	Last,First Name	Class	Begin	End	Reason
338475	45363212	OZCANER,AYSE	OFFICIAL	09/02/80	08/12/86	TRANSFER
312887	56988886	SARISOZEN,ABBAS	WORKER	07/23/74	02/04/88	RETIREMENT
315768	44585633	AYTUNA,TEZER	OFFICIAL	12/02/70	03/14/88	RETIREMENT
312003	41442200	GULERTURK,MERAL	OFFICIAL	05/02/78	02/17/89	RETIREMENT
312889	44630011	SAVAS,KEZBAN	WORKER	05/09/73	08/04/89	RETIREMENT
312991	44936212	CELIKEL,ERKAN	ACADEMIC	12/04/78	12/12/89	TERMINATI
312980	44610101	GULERYUZ,MELEK	WORKER	12/04/78	02/04/90	RETIREMENT
317117	44449877	ONER,KERIMAN	ACADEMIC	03/07/85	03/07/90	TERMINATI
318220	44657781	PAKDEMIR,HAKAN	OFFICIAL	07/05/89	08/06/90	TERMINATE
318763	56281938	OZDEMIR,SENAY	WORKER	04/09/86	09/08/90	TERMINATE
312000	44700254	TUNCER,MAHMUT	OFFICIAL	09/12/88	12/09/90	TRANSFER

09/02/90

FACULTY OF POLITICAL SCIENCES

HEADCOUNT REPORT

First	Last Name	Academic Title	Department	Science Branch
OMER CAN	GENCAL	ASSISTANT PROFESSOR	CITY PLANNING	CITY & ENVIRONMENTAL PROBLEMS
AYSE LALE	KAPLAN	RESEARCH ASSISTANT	CITY PLANNING	CITY & ENVIRONMENTAL PROBLEMS
OSMAN CEM	ATAELI SAMANLI	RESEARCH ASSISTANT	ECONOMICS	ECONOMICAL POLICIES
OZCAN	SARI	RESEARCH ASSISTANT	ECONOMICS	ECONOMICAL POLICIES
GOKHAN H.	OZCAN	ASSISTANT PROFESSOR	ECONOMICS	INTERNATIONAL ECONOMICS
AYKUT	KIZILIRMAK	RESEARCH ASSISTANT	ECONOMICS	INTERNATIONAL ECONOMICS
SELAHATTIN	DEMIRCI	RESEARCH ASSISTANT	ECONOMICS	THEORY & HISTORY OF ECONOMICS
SALIH	AKER	RESEARCH ASSISTANT	ECONOMICS	THEORY & HISTORY OF ECONOMICS
SEDAT S. FIKRET H.	GURSOY PINAR	ASSISTANT PROFESSOR INSTRUCTOR	INTERNATIONAL RELATIONS	HISTORY OF POLITICS INTERNATIONAL RELATIONS
NIHAL GULNUR O.	ARSEV ERGUN	ASSISTANT PROFESSOR RESEARCH ASSISTANT	INTERNATIONAL RELATIONS	LAW OF NATIONS
AHMET MURAT	MERAL OZEN	ASSISTANT PROFESSOR	LABOR ECONOMICS	LABOR ECONOMICS
DOGAN	BILGIN	INSTRUCTOR	LABOR ECONOMICS	LABOR ECONOMICS
BERNA NESE	CEYLAN YILDIRIM	RESEARCH ASSISTANT RESEARCH ASSISTANT	LABOR ECONOMICS	LABOR ECONOMICS
OZGUR LATIF YUKSEL	AKGIRAY CAKMAK YALCIN	PROFESSOR	MANAGEMENT	ACCOUNTING & FINANCE
ERCAN YAVUZ TEKIN	BEYAZIT KIRLI COSKUN	PROFESSOR	MANAGEMENT	ACCOUNTING & FINANCE
HALIL BINNUR	SONMEZ DINCER	PROFESSOR SPECIALIST	MANAGEMENT	QUANTITATIVE METHODS

CAHIT	EMIROGLU	RESEARCH ASSISTANT	PUBLIC ADMINISTRATION	ADMINISTRATIVE SCIENCES
ATILLA	YENIER	RESEARCH ASSISTANT	PUBLIC ADMINISTRATION	ADMINISTRATIVE SCIENCES
YAVUZ	CETIN	ASSISTANT PROFESSOR	PUBLIC ADMINISTRATION	POLITICS & SOCIAL SCIENCES
SINAN	AKSEN	PROFESSOR	PUBLIC ADMINISTRATION	POLITICS & SOCIAL SCIENCES
MUSTAFA	ERDOGDU	RESEARCH ASSISTANT	PUBLIC ADMINISTRATION	POLITICS & SOCIAL SCIENCES
OMUR	SORGUN	RESEARCH ASSISTANT	PUBLIC ADMINISTRATION	POLITICS & SOCIAL SCIENCES
ARIF BURHAN	YILDIZ	ASSISTANT PROFESSOR	PUBLIC ADMINISTRATION	SCIENCES OF LAW

Page No. 2
09/02/90

FACULTY OF POLITICAL SCIENCES

HEADCOUNT REPORT

First	Last Name	Academic Title	Department	Science Branch
TEKIN	ALAGUR	PROFESSOR	PUBLIC ADMINISTRATION	SCIENCES OF LAW

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09/14/90

Type	Name	Date,Place
BOOK	LINEAR PROGRAMMING	1986 ,ANKARA, SBF PUBL.
BOOK	PROGRAMMING WITH FORTRAN 4	1988 ,ANKARA, SBF PUBL.
ARTICLE	ANALY. OF MARKETING CHANNELS&COST OF DISTR. FOR TURK. AGRO IND.	1988 ,AU. SBF MAGAZINE
ARTICLE	RISK ANALYSIS IN PROJECT EVALUATION	1989 ,AU. SBF MAGAZINE
BOOK	PROGRAMMING WITH BASIC	1990 ,ANKARA, SBF PUBL.

F: ek Name

Order

5. By

CONF ID
00000000

FACULTY OF POLITICAL SCIENCES
FOREIGN COUNTRY CHARGES

Country	City	Subject	Permit Type	Begin	End
JAPAN	OSAKA	SCIENTIFIC ASSEMBLY	EXPENCES PAID	11/09/82	11/12/82
AUSTRIA	LINZ	RESEARCH	EXPENSES NOT PAID	05/18/84	05/21/84
KENYA	NAIROBI	SCIENTIFIC ASEMBLY	ANOTHER INSTITUTION	11/18/84	11/25/84
EGYPT	KAHIRE	SCIENTIFIC ASSEMBLY	EXPENSES PAID	12/14/84	12/20/84
CYPRUS	LEFKOSE	SCIENTIFIC ASSEMBLY	UNIVERSITY	03/25/85	03/28/85
W. GERMANY	BONN	RESEARCH	UNIVERSITY	07/22/86	09/22/86
GREECE	ATHENE	STUDY	EXPENSES NOT PAID	05/04/87	05/11/87
INDJA	BOMBAY	SCIENTIFIC ASSEMBLY	ANOTHER INSTITUTION	12/27/89	12/29/89
GREECE	ATHENE	SCIENTIFIC ASSEMBLY	UNIVERSITY	02/20/90	02/23/90
GREECE	ATHENE	SCIENTIFIC ASSEMBLY	EXPENSES PAID	05/10/90	05/13/90

APPENDIX C

DATA DICTIONARY

-PERSONNE. DBF.

<i>Field Name</i>	<i>Description</i>
PERS-NO	Institution Registry Number
RTR-SS-NO	Retirement Registry/Social Security Number
CLASS	Personnel Class (worker/academic/administrative staff/auxiliary service personnel)
ADDRESS	Address (street,district,city)
TEL-HOME	Home phone number without area code
TEL-WORK	Work phone number-- at most 3 digit
CITIZEN	Citizenship
COUNTRY	Nationality
MARSTATUS	Marital Status (single/married)
SPOUSE	Spouse's name
SPOU-EMPL	Spouse's employment
DEFEND	Number of dependents of personnel
MILITARY	Military service completion (yes/no)
EDU-DEGRE	Educational degree (date)
EDU-LEVEL	Educational level attained
FORE-LANG	Foreign languages known
HEALTH	List of any job relevant health limitations
SEC-INVES	Security investigation (Yes/no)
ADM-INVES	Administrative investigation (yes/no)

PUBLISH. DBF

<i>Field Name</i>	<i>Description</i>
FIRSTNAME	Academic personnel first and initial name

LASTNAME	Last name
PUBL-TYPE	Type of publication (book, article, etc.);
PUBL-NAME	Name of publication
PUBL-DATE	Date of publication
PUBL-PLAC	Place where the publication is published

FACULTY.DBF

<i>Field Name</i>	<i>Description</i>
FIRSTNAME	Academic personnel first and initial name
LASTNAME	Last name
A-TITLE	Academic title
DEPT	Department full name
SCIENCE-B	Science branch full name

IDENTITY.DBF

<i>Field Name</i>	<i>Description</i>
TYPE	Type of the personnel (o:official, w:worker, a:academic)
FIRSTNAME	First name and initial
LASTNAME	Last name
FATHER-N	Father's first name
MOTHER-N	Mother's first name
BIRTHDAY	Birth date stored in the form MM/DD/YY
BIRTH-PLC	Birth place
MARSTATUS	Marital status (married/single)
SEX	Sex
PROVINCE	City (written in ID card)
DISTRICT	District (written in ID card)
VILLAGE	Village (written in ID card)
SERIES-NO	ID card series and number

VOL-NO	ID card volume number
PAGE-NO	ID card page number
REG-NO	ID card register and series number
OFFICE	Place of the Registry of Birth

ABROAD.DBF

<i>Field Name</i>	<i>Description</i>
FIRSTNAME	Academic personnel first and initial name
LASTNAME	Last name
BEGPERIOD	Beginning date of the period in abroad
ENDPERIOD	Ending date of the period in abroad
COUNTRY	Country
CITY	City
SUBJECT	Subject of the academic work in abroad
PERMITTYP	Permit type (with payment/ without payment)

APPLY.DBF

<i>Field Name</i>	<i>Description</i>
FIRSTNAME	Applicant's first and initial name
LASTNAME	Last name
DEPT	Department that applicant applied to
SCIENCE-B	Science branch of that department
FORE-LANG	Foreign language selected by the applicant for the language proficiency test
UNIV	Name of the college from which the applicant graduated
GPA	Grade point average during the undergraduate education
SEX	Sex
ADDRESS	Address (street,number and city)

COUNTRY	Country
TEL-HOME	Phone number (home)
TEL-WORK	Phone number (work)
BIRTHDAY	Birth date
BIRTH-PLC	Birth place
LANG-EXAM	Result of language proficiency exam (successful/failed)
SCI-EXAM	Result of science exam (successful/failed)
INTERVIEW	Result of interview (successful/failed)
APPLY-DAY	Application date
APPLY-NO	Application number given by PSF personnel department

STAFF.DBF

<i>Field Name</i>	<i>Description</i>
STAF-TITL	Staff Title
CURR-STAF	Number of personnel having this title at present
STAFF-NO	Total number of staff position available
STAF-NEED	Number of vacant position at this staff title

OFFDAY.DBF

<i>Field Name</i>	<i>Description</i>
FIRSTNAME	Official personnel first and initial name
LASTNAME	Last name
TITLE	Job title
DEPT	Department
ABS-TYPE	Absenteesim type (sick leave/ annual vacation daily administrative permit/ excused)
BEG	Beginning of leave

END End of leave

OUTWORKS.DBF

<i>Field Name</i>	<i>Description</i>
FIRSTNAME	Academic personnel first and initial name
LASTNAME	Last name
PLACE	Name of the institution in which the academic personnel worked part or full time
STATUS	Status of the charge (part time/full time)
HOURS	Total hours/week on charge
LAW	Article of law on which this charge is based on
BEGIN	Beginning date of this work
END	Ending date of this work

EDUCATIO.DBF

<i>Field Name</i>	<i>Description</i>
TYPE	Type of personnel (o:official,a:academic)
FIRSTNAME	First and initial name
LASTNAME	Last name
LANG	Foreign language(s) known
COLLEGE	University name (undergraduate)
MAJOR	Field of study (undergraduate)
DATE-MJ	Graduation date (undergraduate)
GRADUATE	University name (graduate)
MINOR	Field of study (graduate)
DATE-GRA	Graduation date (graduate)
DOCTORATE	University name from which doctorate degree has been attained
DATE-DR	Date of doctorate degree

ASS-PROF	University name from which ass. proff. degree has been attained
DATE-A-PR	Date of associate professor degree
PROFF	University name from which proff. degree has been attained
DATE--PROF	Date of professor degree
EDU-PROGR	Education in progress (type, place)

O-JOB.DBF / JOB-HIST.DBF

<i>Field Name</i>	<i>Description</i>
TYPE	Type of the personnel (a:academic,o:official,w:worker)
PERS-NO	Institution register number
FIRSTNAME	First name
LASTNAME	Last name
JOB-TITLE	Job title
APP-DATE	Date of appointment
STAF-TITL	Staff title ¹
STAF-DEGR	Staff degree ²
RETR-DEGR	Retirement earned -degree ³
RETR-STAG	Retirement earned-stage ⁴
SALRY-DEG	Earned salary-degree ⁵
SALRY-ST	Earned salary-stage ⁶
JOBSALD	Job salary-degree ⁷
JOBSALS	Job salary-stage ⁸
USTDERECE	Gosterge Ustu

- 1 Kadro unvani
- 2 Kadro derecesi
- 3 Emekli muktesebi-derece
- 4 Emekli muktesebi-kademe
- 5 Kazanilmis hak ayligi-derece
- 6 Kazanilmis hak ayligi-kademe
- 7 Gorev ayligi-derece
- 8 Gorev ayligi-kademe

STARTDATE	Start date to this job
ENDDATE	End date to this job
ENDREASON	Termination reason (retirement/transfer/ layoff)

APPENDIX D

The PSF Human Resources Information System

All the database structures and procedures discussed in the chapter four and five are presented here in full for documentation purpose. Below is a list of the names of all the procedures and their page number.

	<i>Page No</i>		<i>Page No</i>
<i>The Faculty Series</i>		<i>The Outworks Series</i>	
<i>Faculty.Dbf</i>	1	<i>Outworks.Dbf</i>	19
<i>Faculty.Out</i>	1	<i>Outworks.Out</i>	19
<i>Faculty.Io</i>	1	<i>Outworks.Io</i>	20
<i>Faculty.Fau</i>	2	<i>Outworks.Fau</i>	20
<i>Faculty.Add</i>	2	<i>Outworks.Add</i>	20
<i>Faculty.Ed</i>	3	<i>Outworks.Ed</i>	21
<i>Faculty.Mai</i>	3	<i>Outworks.Mai</i>	22
 <i>The Personnel Series</i>		 <i>The Publications Series</i>	
<i>Personne.Dbf</i>	6	<i>Publish.Dbf</i>	24
<i>Personne.Out</i>	6	<i>Publish.Out</i>	24
<i>Personne.Io</i>	7	<i>Publish.Io</i>	24
<i>Personne.Fau</i>	8	<i>Publish.Fau</i>	25
<i>Personne.Add</i>	8	<i>Publish.Add</i>	25
<i>Personne.Ed</i>	9	<i>Publish.Ed</i>	26
<i>Personne.Mai</i>	10	<i>Publish.Mai</i>	26
 <i>The Identity Series</i>		 <i>The Education Series</i>	
<i>Identity.Dbf</i>	13	<i>Educatio.Dbf</i>	29
<i>Identity.Out</i>	13	<i>Educatio.Out</i>	29
<i>Identity.Io</i>	14	<i>Educatio.Io</i>	30
<i>Identity.Fau</i>	14	<i>Educatio.Fau</i>	30
<i>Identity.Add</i>	15	<i>Educatio.Add</i>	31
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```

. list stru
Structure for database: C:\faculty.dbf
Number of data records:      34
Date of last update   : 09/24/90
Field  Field Name  Type      Width  Dec
   1  FIRSTNAME   Character  12
   2  LASTNAME    Character  12
   3  A_TITLE     Character  20
   4  DEPT        Character  23
   5  SCIENCE_B   Character  30
** Total **                98

```

```

*FACULTY.OUT - output form
@2,0 TO 13,79 DOUBLE
@4,1 to 4,78 DOUBLE
@7,2 SAY "First Name      :"
@7,29 SAY FIRSTNAME
@8,2 SAY "Last Name       :"
@8,29 SAY LASTNAME
@9,2 SAY "Academic Title  :"
@9,29 SAY A_TITLE
@10,2 SAY "Department     :"
@10,29 SAY DEPT
@11,2 SAY "Main Science Branch:"
@11,29 SAY SCIENCE_B
RETURN

```

```

*FACULTY.IO   input/output screen
@2,0 TO 13,79 DOUBLE
@3,23 SAY "FACULTY FILE MAINTENANCE DATA FORM"
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name      :"
@7,29 GET MFIRSTNAME
@8,2 SAY "Last Name       :"
@8,29 GET MLASTNAME
@9,2 SAY "Academic Title  :"
@9,29 GET MA_TITLE
@10,2 SAY "Department     :"
@10,29 GET MDEPT
@11,2 SAY "Main Science Branch:"
@11,29 GET MSCIENCE_3
RETURN

```

```

*FACULTY.FAU default values program
PUBLIC MFIRSTNAME,MLASTNAME,MA_TITLE,MDEPT,MSCIENCE_B
MFIRSTNAME=SPACE(12)
MLASTNAME=SPACE(12)
MA_TITLE=SPACE(20)
MDEPT=SPACE(23)
MSCIENCE_B=SPACE(30)
RETURN

*FACULTY ADD -add program
more=.t.
DO WHILE more
  *initialize memory variables
  DO FACULTY.FAU
  CLEAR
  *get data to add
  DO FACULTY.IO
  @18,20 SAY "Make as many entries as you want"
  @19,22 SAY "(Enter BLANKS to terminate)"
  @20,22 SAY "When finished press ENTER"
READ
SET CONSOLE OFF
WAIT
SET CONSOLE ON
  *was name entered?
  IF LEN(TRIM(MLASTNAME+MFIRSTNAME+MA_TITLE+MDEPT+MSCIENCE_B)) 0
    SET EXACT ON
    STORE UPPER(TRIM(MLASTNAME+MFIRSTNAME)) TO key
    FIND &key
    SET EXACT OFF
    IF FOUND()
      @18,0 CLEAR TO 20,79
      @18,20 SAY "This personnel is already on file"
      @20,23 SAY "Press any key to continue"
      SET CONSOLE OFF
      WAIT
      SET CONSOLE ON
    ELSE
      APPEND BLANK
      REPLACE FIRSTNAME WITH MFIRSTNAME:
        LASTNAME WITH MLASTNAME,A_TITLE WITH:
        MA_TITLE,DEPT WITH MDEPT,SCIENCE_B WITH:
        MSCIENCE_B
      RELEASE MFIRSTNAME,MLASTNAME,MA_TITLE:
        MDEPT,MSCIENCE_B:
    ENDIF
  ELSE
    more=.f.
  ENDIF
ENDDO
RELEASE more:
RETURN

```



```

*FACULTY.E0 -data update program
STORE FIRSTNAME TO MFIRSTNAME
STORE LASTNAME TO MLASTNAME
STORE A_TITLE TO MA_TITLE
STORE DEPT TO MDEPT
STORE SCIENCE_B TO MSCIENCE_B
anymore= t.
DO WHILE anymore
  CLEAR
  *get screen input
  DO FACULTY I0
  @19,20 SAY "Make your changes"
  @20,20 SAY "When finished press RETURN"
  READ
  @11,51
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  answer=" "
  @19,1 CLEAR TO 20,70
  @19,20 SAY "Any more changes(Y/N)?"
  @19,43 GET answer
  SET CONFIRM OFF
  READ
  IF UPPER(answer)="N"
  *put screen entries into file
  REPLACE FIRSTNAME WITH MFIRSTNAME,
    LASTNAME WITH MLASTNAME,A_TITLE WITH MA_TITLE,
    DEPT WITH MDEPT,SCIENCE_B WITH MSCIENCE_B
  anymore=.f
  ENDIF
ENDDO
RELEASE anymore,answer
RELEASE MFIRSTNAME,MLASTNAME,MA_TITLE,MDEPT,
MSCIENCE_B
RETURN

```

```

*FACULTY.MAI Faculty.Dbf File Maintenance Program
USE FACULTY.DBF
INDEX ON UPPER(TRIM(LASTNAME+FIRSTNAME)) TO FACINDEX
GO TOP
orange=.t
DO WHILE orange
  CLEAR
  DO FACULTY.OBT
  @3,2 CLEAR TO 3,70
  @3,23 SAY ">>Faculty File Maintenance<<"
  @5,55 SAY "Today's Date:"
  @5,49 SAY DATE()
  @10,55 SAY "Record No:"
  @12,60 SAY RECNO()
  menu=" "
  @19,10 SAY "<A>dd Record <P>revious Record <N>ext Record"
  @19,10 SAY "<S>earch Record <M>enc Next <R>eturn prev Men"
  @21,20 SAY "Your Selection-->"
  @21,37 GET menu
  SET CONFIRM OFF
  READ
  menu=UPPER(menu)

```

```

CASE menu="A"
  DO FACILITY ADD
  RETIME
CASE menu="B"
  IF (.NOT. DDF())
    SKIP 1
  ENDIF
CASE menu="C"
  IF (.NOT. DDF())
    SKIP
  ENDIF
CASE menu="D"
  CLEAR
  MFIRSTNAME=SPACE(12)
  MLASTNAME=SPACE(12)
  @5,10 SAY "Enter the Personnel Full Name"
  @7,10 SAY "Then Press Enter"
  @10,35 SAY "First Name:"
  @10,47 GET MFIRSTNAME
  @11,35 SAY "Last Name:"
  @11,47 GET MLASTNAME
  SET CONFIRM OFF
  READ :
  SET EXACT ON
  STORE UPPER(TRIM(MLASTNAME+MFIRSTNAME)) TO key
  FIND &key
  SET EXACT OFF
  IF EDF()
    @12,10 SAY "Matching Record Not Found "
    @20,10 SAY "Press Any Key To Continue"
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
  ENDIF
  RELEASE MLASTNAME, MFIRSTNAME, key
CASE menu="E"
  cherry= t.
  DO WHIF cherry
    @18,1 CLEAR TO 21,78
    banana=""
    @18, 0 SAY "<D>delete Record <M>odify Record"
    @19, 0 SAY "<P>rint Record <R>eturn to Prev Menu"
    @21, 10 SAY "Your Selection-->"
    @21,17 GET banana
    READ
    load=UPPER(banana)
    DO :
      IF load="D"
        @13,1 CLEAR TO 21,78
        IF DELETE(
          cnd=""
        @18,10 SAY "Already Marked For Deletion"
        @19,10 SAY "Want to Permanently Delete(Y/N)?"
        @12,45 SET cmd
        SET CONFIRM OFF
        READ
        IF UPPER(load)="Y"
          PACK
          GO TOP
        ENDIF
      ELSE
        answer="N"
    @18,10 SAY "Press Y To Delete Record"
    @19,10 SAY "Press Any Other Key To Continue"
    @18,35 GET answer

```

```

        SET CONFIRM OFF
        READ
        IF UPPER(answer)="Y"
            DELETE
        ENDIF
    ENDIF
CASE banana="M"
    CLEAR
    DO FACULTY.EP
    @19,1 CLEAR
CASE banana="P"
    lemon=""
    @18,1 CLEAR TO 21,79
    SET DEVI TO 0
    @19,1 SAY "Set Up for Printer. Then Press P To Print"
    @19,1 SAY "Are Other Requests Request" GET lemon
    IF lemon=""
        SET DEVI TO 0
        DO FACULTY.EP
        SET DEVI TO 0
    ENDIF
CASE banana="R"
    cherry=.f.
ENDCASE
ENDDO
CASE menu="R"
    orange=.f.
ENDCASE
IF EOF()
    GO TOP
ENDIF
ENDDO
RELEASE orange,menu,cherry,banana,cmd,answer,lemon
CLOSE DATABASE
RETURN

```

```

. list stru
Structure for database: C:\personne.dbf
Number of data records: 12
Date of last update : 09/02/90

```

Field	Field Name	Type	Width	Dec
1	PERS_NO	Numeric	7	
2	RTR_SS_NO	Numeric	8	
3	CLASS	Character	8	
4	ADDRESS	Character	26	
5	TEL_HOME	Numeric	7	
6	TEL_WORK	Numeric	3	
7	CITIZEN	Character	7	
8	COUNTRY	Character	11	
9	MARSTATUS	Character	7	
10	SPOUSE	Character	12	
11	SPOU_EMPL	Character	14	
12	DEPEND	Numeric	1	
13	MILITARY	Character	13	
14	EDU_DEGRE	Character	11	
15	EDU_LEVEL	Character	11	
16	FORE_LANG	Character	7	
17	HEALTH	Character	10	
18	SEC_INVES	Character	1	
19	ADM_INVES	Character	1	
** Total **			166	

```

*PERSONNE.OUT - output form
@2,0 TO 17,79 DOUBLE
@4,1 TO 4,78 DOUBLE
@6,3 SAY "Institution Register No:"
@6,27 SAY PERS_NO
@7,3 SAY "Ret./Social Sec. No" : "
@7,27 SAY RTR_SS_NO
@8,3 SAY "Personnel Class" : "
@8,27 SAY CLASS
@9,3 SAY "Address" : "
@9,27 SAY ADDRESS
@10,3 SAY "Tel(home)" : "
@10,27 SAY TEL_HOME
@11,3 SAY "Tel(work)" : "
@11,27 SAY TEL_WORK
@12,3 SAY "Citizenship" : "
@12,27 SAY CITIZEN
@13,3 SAY "Country" : "
@13,27 SAY COUNTRY
@14,3 SAY "Marital Status" : "
@14,27 SAY MARSTATUS
@15,3 SAY "Spouse's Name" : "
@15,27 SAY SPOUSE
@16,45 SAY "Spouse's Employment" : "
@16,68 SAY SPOU_EMPL
@17,45 SAY "Dependent(number of)" : "
@17,68 SAY DEPEND
@18,45 SAY "Military Service" : "
@18,68 SAY MILITARY
@19,45 SAY "Educational Deg (date):"
@19,68 SAY EDU_DEGRE
@20,45 SAY "Educational Level" : "
@20,68 SAY EDU_LEVEL

```

```

@11,45 SAY "Foreign Language      :"
@11,68 SAY FORE_LANG
@12,45 SAY "Physical Limit        :"
@12,68 SAY HEALTH
@13,45 SAY "Sec. Investigation       :"
@13,68 SAY SEC_INVES
@14,45 SAY "Adm. Investigation         :"
@14,68 SAY ADM_INVES
RETURN

```

```

*PERSONNE.IO -input/output screen
@2,0 TO 17,79 DOUBLE
@3,27 SAY "PERSONNEL FILE DATA FORM"
@4,1 TO 4,78 DOUBLE
@6,2 SAY "Institution Register No:"
@6,26 GET MPERS_NO
@7,2 SAY "Ret./Social Sec. No      :"
@7,26 GET MRTR_SS_NO
@8,2 SAY "Personnel Class              :"
@8,26 GET MCLASS
@9,2 SAY "Address                      :"
@9,26 GET MADDRESS
@10,2 SAY "Tel(home)                    :"
@10,26 GET MTEL_HOME
@11,2 SAY "Tel(work)                     :"
@11,26 GET MTEL_WORK
@12,2 SAY "Citizenship                   :"
@12,26 GET MCITIZEN
@13,2 SAY "Country                       _  :"
@13,26 GET MCOOUNTRY
@14,2 SAY "Marital Status                :"
@14,26 GET MMARSTATUS
@15,2 SAY "Spouse's Name                 :"
@15,26 GET MSPOUSE
@6,46 SAY "Spouse's Employment          :"
@6,69 GET MSPOU_EMPL
@7,46 SAY "Dependent(number of)         :"
@7,69 GET MDEPEND
@8,46 SAY "Military Service              :"
@8,69 GET MMILITARY
@9,46 SAY "Educational Deg.(date):      :"
@9,69 GET MEDU_DEGRE
@10,46 SAY "Educational Level            :"
@10,69 GET MEDU_LEVEL
@11,46 SAY "Foreign Language              :"
@11,69 GET MFORE_LANG
@12,46 SAY "Physical Limit                :"
@12,69 GET MHEALTH
@13,46 SAY "Sec. Investigation           :"
@13,69 GET MSEC_INVES
@14,46 SAY "Adm. Investigation           :"
@14,69 GET MADM_INVES
RETURN

```

```

*PERSONNE.FAU - default value program
PUBLIC MPERS_NO,MRTR_SS_NO,MCLASS,MADDRESS,MTEL_HOME;
      MTEL_WORK,MCITIZEN,MCOUNTRY,MMARSTATUS,MSPOUSE;
      MSPOU_EMPL,MDEPEND,MMILITARY,MEDU_DEGRE,MEDU_LEVEL;
      MFORE_LANG,MHEALTH,MSEC_INVES,MADM_INVES
MPERS_NO=SPACE(7)
MRTR_SS_NO=SPACE(8)
MCLASS=SPACE(8)
MADDRESS=SPACE(26)
MTEL_HOME=SPACE(7)
MTEL_WORK=SPACE(3)
MCITIZEN=SPACE(7)
MCOUNTRY=SPACE(11)
MMARSTATUS=SPACE(7)
MSPOUSE=SPACE(12)
MSPOU_EMPL=SPACE(14)
MDEPEND=SPACE(1)
MMILITARY=SPACE(13)
MEDU_DEGRE=SPACE(11)
MEDU_LEVEL=SPACE(11)
MFORE_LANG=SPACE(7)
MHEALTH=SPACE(10)
MSEC_INVES=SPACE(1)
MADM_INVES=SPACE(1)
RETURN

```

```

*PERSONNE.ADD -add program

```

```

more=.t.

```

```

DO WHILE more

```

```

  DO PERSONNE.FAU ;

```

```

  CLEAR

```

```

  DO PERSONNE.ID

```

```

  @18,20 SAY "Make as many entries as you want"

```

```

  @19,22 SAY "(Enter BLANKS to terminate)"

```

```

  @20,22 SAY "When finished press ENTER"

```

```

  SET CONSOLE OFF

```

```

  WAIT

```

```

  SET CONSOLE ON

```

```

  READ

```

```

  IF (MPERS_NO+MRTR_SS_NO+MTEL_HOME+MTEL_WORK+MDEPEND) = 0;

```

```

    AND. LEN(MCLASS+MADDRESS+MCITIZEN+MCOUNTRY+MMARSTATUS);

```

```

    +LEN(MSPOUSE+MSPOU_EMPL+MMILITARY+MEDU_DEGRE+MEDU_LEVEL);

```

```

    +LEN(MFORE_LANG+MHEALTH+MSEC_INVES+MADM_INVES) = 0

```

```

    SET EXACT ON

```

```

    STORE MPERS_NO TO key

```

```

    FIND &key

```

```

    SET EXACT OFF

```

```

    IF FOUND()

```

```

      @18,0 CLEAR TO 20,78

```

```

      @18,20 SAY "This personnel is already on file!"

```

```

      @19,23 SAY "Press any key to continue"

```

```

      SET CONSOLE OFF

```

```

      WAIT

```

```

      SET CONSOLE ON

```

```

    ELSE

```

```

      APPEND BLANK

```

```

      REPLACE PERS_NO WITH MPERS_NO,RTR_SS_NO WITH MRTR_SS_NO;

```

```

      CLASS WITH MCLASS,ADDRESS WITH MADDRESS,TEL_HOME WITH;

```

```

      MTEL_HOME,TEL_WORK WITH MTEL_WORK,CITIZEN WITH MCITIZEN;

```

```

      REPLACE COUNTRY WITH MCOUNTRY,MARSTATUS WITH MMARSTATUS;

```

```

        SPOUSE WITH MSPOUSE,SPOU_EMPL WITH SPOU_EMPL,DEPEND WITH;
        MDEPEND,MILITARY WITH MMILITARY,EDU_DEGRE WITH MEDU_DEGRE
        REPLACE EDU_LEVEL WITH MEDU_LEVEL,FORE_LANG WITH;
        MFORE_LANG,HEALTH WITH MHEALTH,SEC_INVES WITH MSEC_INVES;
        ADM_INVES WITH ADM_INVES
        RELEASE ALL LIKE M*
    ENDIF
ELSE
    more=.f.
ENDIF
ENDDO
RELEASE more
RETURN

```

```

*PERSONNEL ED    Data Update Program
STORE PERS_NO TO MPERS_NO
STORE RTR_SS_NO TO MRTR_SS_NO
STORE CLASS TO MCLASS
STORE ADDRESS TO MADDRESS
STORE TEL_HOME TO MTEL_HOME
STORE TEL_WORK TO MTEL_WORK
STORE CITIZEN TO MCITIZEN
STORE COUNTRY TO MCOUNTRY
STORE MARSTATUS TO MMARSTATUS
STORE SPOUSE TO MSPOUSE
STORE SPOU_EMPL TO SPOU_EMPL
STORE DEPEND TO MDEPEND
STORE MILITARY TO MMILITARY
STORE EDU_DEGRE TO MEDU_DEGRE
STORE EDU_LEVEL TO MEDU_LEVEL
STORE FORE_LANG TO MFORE_LANG
STORE HEALTH TO MHEALTH
STORE SEC_INVES TO MSEC_INVES
STORE ADM_INVES TO MADM_INVES
anymore=.t.
DO WHILE anymore
    CLEAR
    DO PERSONNEL ED
    @18,20 SAY "Make your changes"
    @19,20 SAY "When finished press ENTER"
    READ
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    answer=" "
    @18,0 CLEAR TO 19,78
    @19,20 SAY "Any more changes(Y/N)?"
    @19,43 GET answer
    SET CONFIRM OFF
    READ
    IF UPPER(answer)="N"
        REPLACE PERS_NO WITH MPERS_NO,RTR_SS_NO WITH MRTR_SS_NO;
        CLASS WITH MCLASS,ADDRESS WITH MADDRESS TEL_HOME WITH;
        MTEL_HOME
        REPLACE TEL_WORK WITH MTEL_WORK,CITIZEN WITH;
        MCITIZEN,COUNTRY WITH MCOUNTRY,MARSTATUS WITH;
        MMARSTATUS,SPOUSE WITH MSPOUSE,SPOU_EMPL WITH MSPOU_EMPL;
        REPLACE DEPEND WITH MDEPEND,MILITARY WITH MMILITARY,EDU_DEGRE;
        WITH MEDU_DEGRE,EDU_LEVEL WITH MEDU_LEVEL,FORE_LANG;
        WITH MFORE_LANG,HEALTH WITH MHEALTH,SEC_INVES WITH;
        MSEC_INVES,ADM_INVES WITH MADM_INVES
        anymore=.f.
    ENDIF
ENDDO

```

```
RELEASE anyone,anquer  
RELEASE ALL LIKE N*  
RETURN
```

```
*PERSONNE.MAI - Personne.Dbf File Maintenance Program  
USE PERSONNE  
INDEX ON PERS_NO TO PERINDEX  
GO TOP  
orange=.f  
DO WHILE orange  
  CLEAR  
  DO PERSONNE.OUT  
  @3,26 SAY ">>Personnel File Maintenance<<"  
  @5,55 SAY "Today's Date:"  
  @5,69 SAY DATE()  
  @16,55 SAY "Record No:"  
  @16,66 SAY RECNO()  
  menu=" "  
  @18,10 SAY "<A>dd Record      <P>revious Record <H>ext Record"  
  @19,10 SAY "<S>earch Record <M>enu Next      <R>eturn Prev. Menu"  
  @21,20 SAY "Your Selection-->"  
  @21,37 GET menu  
  SET CONFIRM OFF  
  READ  
  menu=UPPER(menu)  
  DO CASE  
    CASE menu="A"  
      DO PERSONNE.ADD  
      REINDEX  
    CASE menu="P"  
      IF .NOT.BOF()  
        SKIP-1  
      ENDIF  
    CASE menu="H"  
      IF .NOT.EOF()  
        SKIP  
      ENDIF  
    CASE menu="S"  
      CLEAR  
      MPERS_NO=SPACE(7)  
      @5,10 SAY "Enter the Personnel Number"  
      @7,10 SAY "Then Press Enter"  
      @10,35 SAY "Personnel Number:"  
      @10,53 GET MPERS_NO  
      SET CONFIRM OFF  
      READ  
      SET EXACT ON  
      STORE MPERS_NO TO ke  
      FIND Skip  
      SET EXACT OFF  
      IF EOF()  
        @19,10 SAY "Matching Record Not Found"  
        @20,10 SAY "Press Any Key To Continue"  
        SET CONSOLE OFF  
        WAIT  
        SET CONSOLE ON  
      ENDIF  
  ENDCASE  
  orange=.t  
ENDWHILE
```



```

RELEASE MPERS: NO, key
CASE menu="M"
  cherry=.t.
  DO WHILE cherry
    @18,0 CLEAR TO 21,78
    banana=" "
    @18,10 SAY "<D>elete Record <M>odify Record"
    @19,10 SAY "<P>rint Record <R>eturn Prev.Menu"
    @21,29 SAY "Your Selection-->"
    @21,37 GET banana
    SET CONFIRM OFF
    READ
    banana=UPPER(banana)
    DO CASE
      CASE banana="D"
        @18,0 CLEAR TO 19,78
        IF DELETED()
          cmd=" "
          @18,10 SAY "This Record Is Already Marked For Deletion"
          @19,10 SAY "Want To Permanently Delete(Y/N)?"
          @19,43 GET cmd
          SET CONFIRM OFF
          READ
          IF UPPER(cmd)="Y"
            PACK
            GO TOP
          ENDIF
        ELSE
          answer="N"
          @18,10 SAY "Press Y To Delete Record"
          @19,10 SAY "Press Any Other Key To Continue"
          @19,35 GET answer
          SET CONFIRM OFF
          READ
          IF UPPER(answer)="Y"
            DELETE
          ENDIF
        ENDIF
      CASE banana="M"
        CLEAR
        DO PERSONNEL ED
        @19,0 CLEAR
      CASE banana="P"
        lemon=" "
        @18,0 CLEAR to 21,79
        @18,10 SAY "Set Up Printer.Then Press P To Print"
        @19,10 SAY "Any Other Key Cancels Outout Request" GET lemon
        SET CONFIRM OFF
        READ
        IF UPPER(lemon)="P"
          SET DEVI TO PRIN
          GO PERSONNE OUT
          SET DEVI TO SCREEN
        ENDIF
      CASE banana="R"
        cherry=.f.
    ENDCASE
  ENDDO
CASE menu="O"
  orange=.f.
ENDCASE
IF EOF()
  GO TOP
ENDIF
ENDDO
RELEASE orange,menu, cherry, banana, cmd, answer, lemon

```

CLOSE DATABASE
RETURN

. list <scr>

Structure for database: C:\identity.dbf

Number of data records: 11

Date of last update : 09/02/90

Field	Field Name	Type	Width	Dec
1	FIRSTNAME	Character	12	
2	LASTNAME	Character	12	
3	FATHER_N	Character	12	
4	MOTHER_N	Character	12	
5	BIRTHDAY	Date	8	
6	BIRTH_PLC	Character	10	
7	MARSTATUS	Character	7	
8	SEX	Character	1	
9	PROVINCE	Character	10	
10	DISTRICT	Character	10	
11	VILLAGE	Character	10	
12	SERIES_NO	Character	10	
13	VOL_NO	Character	6	
14	PAGE_NO	Numeric	3	
15	REG_NO	Numeric	6	
16	OFFICE	Character	10	
** Total **			140	

```
*IDENTITY.OUT -output form
@2,0 TO 1,79 DOUBLE
@3,26 SAY "PERSONNEL IDENTITY DATA FORM"
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name      :"
@7,18 SAY FIRSTNAME
@8,2 SAY "Last Name       :"
@8,18 SAY LASTNAME
@9,2 SAY "Father's Name    :"
@9,18 SAY FATHER_N
@10,2 SAY "Mother's Name   :"
@10,18 SAY MOTHER_N
@11,2 SAY "Birthdate       :"
@11,18 SAY BIRTHDAY
@12,2 SAY "Birthplace      :"
@12,18 SAY BIRTH_PLC
@13,2 SAY "Marital Status  :"
@13,19 SAY MARSTATUS
@14,2 SAY "Sex             :"
@14,18 SAY SEX
@7,35 SAY "Province
@7,35 SAY PROVINCE
@8,35 SAY "District
@8,67 SAY DISTRICT
@9,35 SAY "Village
@9,63 SAY VILLAGE
@10,35 SAY "ID Card Series and No.
@10,73 SAY SERIES_NO
@11,35 SAY "ID Card Volume No.
@11,63 SAY VOL_NO
@12,35 SAY "ID Card Page No
@12,63 SAY PAGE_NO
@13,35 SAY "ID Card Register Series No:"
@13,63 SAY REG_NO
@14,35 SAY "Registry Office  ."
@14,63 SAY OFFICE
RETURN
```

```

*Identity.io   input/output screen
@2,0 TO 16,79 DOUBLE
@3,26 SAY "PERSONNEL IDENTITY DATA FORM"
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name      :"
@7,18 GET MFIRSTNAME
@8,2 SAY "Last Name       :"
@8,18 GET MLASTNAME
@9,2 SAY "Father's Name  :"
@9,18 GET MFATHER_N
@10,2 SAY "Mother's Name  :"
@10,18 GET MMOTHER_N
@11,2 SAY "Birthpdate     :"
@11,18 GET MBIRTHDAY
@12,2 SAY "Birthplace     :"
@12,18 GET MBIRTH_PLC
@13,2 SAY "Marital Status:"
@13,18 GET MMARSTATUS
@14,2 SAY "Sex             :"
@14,18 GET MSEX
@7,35 SAY "Province           :"
@7,63 GET MPROVINCE
@8,35 SAY "District            :"
@8,63 GET MDISTRICT
@9,35 SAY "Village             :"
@9,63 GET MVILLAGE
@10,35 SAY "ID Card Series and No.  :"
@10,63 GET MSERIES_NO
@11,35 SAY "ID Card Volume No.     :"
@11,63 GET MVOL_NO
@12,35 SAY "ID Card Page No.       :"
@12,63 GET MPAGE_NO
@13,35 SAY "ID Card Register Series No.:"
@13,63 GET MREG_NO
@14,35 SAY "ID Registry Office      :"
@14,63 GET MOFFICE
RETURN

```

```

* Identity.fau -initializing memory variables
PUBLIC MFIRSTNAME
MFIRSTNAME=SPACE(12)
PUBLIC MLASTNAME
MLASTNAME=SPACE(12)
PUBLIC MFATHER_N
MFATHER_N=SPACE(12)
PUBLIC MMOTHER_N
MMOTHER_N=SPACE(12)
PUBLIC MBIRTHDAY
MBIRTHDAY=SPACE(8)
PUBLIC MBIRTH_PLC
MBIRTH_PLC=SPACE(10)
PUBLIC MMARSTATUS
MMARSTATUS=SPACE(7)
PUBLIC MSEX
MSEX=SPACE(1)
PUBLIC MPROVINCE
MPROVINCE=SPACE(10)
PUBLIC MDISTRICT
MDISTRICT=SPACE(10)
PUBLIC MVILLAGE

```

```

* MVILLAGE=SPACE(10)
PUBLIC MSERIES_NO
MSERIES_NO=SPACE(10)
PUBLIC MVOL_NO
MVOL_NO=SPACE(6)
PUBLIC MPAGE_NO
MPAGE_NO=SPACE(3)
PUBLIC MREG_NO
MREG_NO=SPACE(6)
PUBLIC MOFFICE
MOFFICE=SPACE(10)
RETURN

```

```

*IDENTITY.ADD _ add program
more=.t.
DO WHILE more
  *initialize memory variables
  DO IDENTITY.FAU
  CLEAR
  *get data to add
  DO IDENTITY.IO
  @18,20 SAY "Make as many entries as you want"
  @19,22 SAY "(Enter BLANKS to terminate)"
  @20,22 SAY "When finished press ENTER"
  READ
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  *was name entered?
  IF LEN(MLASTNAME+MFIRSTNAME+MFATHER_N+MMOTHER_N+MBIRTH_PLD;
    +MMARSTATUS+MSEX+MPROVINCE+MDISTRICT+MVILLAGE+MSERIES_NO;
    +MVOL_NO+MOFFICE) <> 0.AND. (MPAGE_NO+MREG_NO) <> 0
    SET EXACT ON
    STORE TRIM(MLASTNAME+MFIRSTNAME) TO key
    FIND &key
    SET EXACT OFF
    IF FOUND()
      @18,0 CLEAR 20,78
      @18,20 SAY "This personnel is already on file"
      @20,23 SAY "Press any key to continue"
      SET CONSOLE OFF
      WAIT
      SET CONSOLE ON
    ELSE
      APPEND BLANK
      *put screen data into file
      REPLACE FIRSTNAME WITH MFIRSTNAME, LASTNAME WITH MLASTNAME;
        FATHER_N WITH MFATHER_N, MOTHER_N;
        WITH MMOTHER_N, BIRTHDAY WITH MBIRTHDAY, BIRTH_PLD WITH;
        MBIRTH_PLD, MARSTATUS WITH MMARSTATUS, SEX WITH 'MSEX
      REPLACE PROVINCE WITH MPROVINCE, DISTRICT;
        WITH MDISTRICT, VILLAGE WITH MVILLAGE, SERIES_NO WITH;
        MSERIES_NO, VOL_NO WITH MVOL_NO, PAGE_NO WITH MPAGE_NO;
        REG_NO WITH MREG_NO, OFFICE WITH MOFFICE
      *release input fields
      RELEASE ALL LIKE M*
    ENDIF
  ELSE
    more=.f.
  ENDIF
ENDDO
RELEASE more

```

RETURN

```
*IDENTITY.ED  update database program
STORE FIRSTNAME TO MFIRSTNAME
STORE MIDDLE TO MMIDDLE
STORE LASTNAME TO MLASTNAME
STORE FATHER_N TO MFATHER_N
STORE MOTHER_N TO MMOTHER_N
STORE BIRTHDAY TO MBIRTHDAY
STORE BIRTH_PLC TO MBIRTH_PLC
STORE MARSTATUS TO MMARSTATUS
STORE SEX TO MSEX
STORE RELIGION TO MRELIGION
STORE PROVINCE TO MPROVINCE
STORE DISTRICT TO MDISTRICT
STORE VILLAGE TO MVILLAGE
STORE SERIES_NO TO MSERIES_NO
STORE VOL_NO TO MVOL_NO
STORE PAGE_NO TO MPAGE_NO
STORE REG_NO TO MREG_NO
STORE OFFICE TO MOFFICE
anymore=.t.
DO WHILE anymore
  CLEAR
  DO IDENTITY.IO
  @19,20 SAY "Make your changes"
  @20,20 SAY "When finished press RETURN"
  READ
  SET CONSOLE OFF
  WAIT TO dummy
  SET CONSOLE ON
  answer=""
  @19,0 CLEAR TO 20,78
  @19,20 SAY "Any more changes(Y/N)?"
  @19,43 GET answer
  SET CONFIRM OFF
  READ
  IF UPPER(answer)="N"
    REPLACE FIRSTNAME WITH MFIRSTNAME,MIDDLE WITH MMIDDLE;
      FATHER_N WITH MFATHER_N,MOTHER_N WITH MMOTHER_N;
      BIRTHDAY WITH MBIRTHDAY,BIRTH_PLC WITH MBIRTH_PLC;
      MARSTATUS WITH MMARSTATUS,SEX WITH MSEX,RELIGION WITH;
      MRELIGION,PROVINCE WITH MPROVINCE,DISTRICT WITH;
      MDISTRICT,VILLAGE WITH MVILLAGE,SERIES_NO WITH;
      MSERIES_NO,VOL_NO WITH MVOL_NO,PAGE_NO WITH MPAGE_NO;
      REG_NO WITH MREG_NO,OFFICE WITH MOFFICE
    anymore=.f.
  ENDIF
ENDDO
RELEASE anymore,answer,dummy
RELEASE MFIRSTNAME,MMIDDLE,MLASTNAME,MFATHER_N,MMOTHER_N;
  MBIRTHDAY,MBIRTH_PLC,MMARSTATUS,MSEX,MRELIGION,MPROVINCE;
  MDISTRICT,MVILLAGE,MSERIES_NO,MVOL_NO,MPAGE_NO,MREG_NO;
  MOFFICE
RETURN
```

```

*IDENTITY.MAI- Identity.Dbf File Maintenance Program
USE IDENTITY.DBF
INDEX ON UPPER(TRIM(LASTNAME+FIRSTNAME)) TO IDEINDEX
GO TOP
orange=.t.
DO WHILE orange
  CLEAR
  DO IDENTITY.QUIT
  @3,2 CLEAR TO 3,78
  @3,25 SAY ">>Identity File Maintenance<<"
  @5,55 SAY "Today's Date:"
  @5,69 SAY DATE()
  @15,55 SAY "Record No:"
  @15,66 SAY RECNO()
  menu=" "
  @18,10 SAY "<A>Add Record      <P>Previous Record <N>ext Record"
  @19,10 SAY " <S>earch Record <M>enu Next      <R>eturn Prev Menu"
  @21,20 SAY "Your Selection-->"
  @21,37 GET menu
  SET CONFIRM OFF
  READ
  menu=UPPER(menu)
  DO CASE
    CASE menu="A"
      DO IDENTITY.ADD
      REINDEX
    CASE menu="P"
      IF .NOT.EOF()
        SKIP-1
      ENDIF
    CASE menu="N"
      IF .NOT.EOF()
        SKIP
      ENDIF
    CASE menu="S"
      CLEAR
      MFIRSTNAME=SPACE(12)
      MLASTNAME=SPACE(12)
      @5,10 SAY "Enter the Personnel Full Name"
      @7,10 SAY "Then Press Enter"
      @10,35 SAY "First Name:"
      @10,47 GET MFIRSTNAME
      @11,35 SAY "Last Name:"
      @11,47 GET MLASTNAME
      SET CONFIRM OFF
      READ
      SET EXACT ON
      STORE UPPER(TRIM(MLASTNAME+MFIRSTNAME)) TO key
      FIND key
      SET EXACT OFF
      IF EOF()
        @19,10 SAY "Matching record Not Found"
        @20,10 SAY "Press Any Key To Continue"
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
      ENDIF
      RELEASE MLASTNAME,MFIRSTNAME,key
    CASE menu="M"
      cherry=.t.
      DO WHILE cherry
        @18,0 CLEAR TO 21,78

```

```

        banana=" "
        @18,10 SAY "<D>elete Record <M>odify Record"
        @19,10 SAY "<P>rint Record <R>eturn Prev. Menu"
        @21,20 SAY "Your Selection-->"
        @21,37 GET banana
        SET CONFIRM OFF
        READ
        banana=UPPER(banana)
        DO CASE
            CASE banana="D"
                @18,1 CLEAR TO 21,78
                IF DELETED()
                    cmd=" "
                    @18,10 SAY "This Record is Already Marked For Deletion"
                    @19,10 SAY "Want to Permanently Delete(Y/N)?"
                    @19,41 GET cmd
                    SET CONFIRM OFF
                    READ
                    IF UPPER(cmd)="Y"
                        PACK
                        GO TOP
                    ENDIF
                ELSE
                    answer="N"
                    @18,10 SAY "Press Y To Delete Record"
                    @19,10 SAY "Press Any Other Key To Continue"
                    @18,35 GET answer
                    SET CONFIRM OFF
                    READ
                    IF UPPER(answer)="Y"
                        DELETE
                    ENDIF
                ENDIF
            CASE banana="M"
                CLEAR
                DO IDENTITY.ED
                @19,0 CLEAR
            CASE banana="P"
                lemon=" "
                @18,1 CLEAR TO 21,78
                @18,10 SAY "Set Up Printer.Then Press P To Print"
                @19,10 SAY "Any Other Key Cancels Output Request" GET lemon
                SET CONFIRM OFF
                READ
                IF UPPER(lemon)="P"
                    SET DEVI TO PRINT
                    DO IDENTITY.OUT
                    SET DEVI TO SCREEN
                ENDIF
            CASE banana="R"
                cherry= f
        ENDCASE
    ENDDO
    CASE menu="R"
        orange=. f.
    ENDCASE
    IF EOF()
        GO TOP
    ENDIF
ENDDO
RELEASE orange,menu,cherry,banana,cmd,answer ,lemon
CLOSE DATABASE
RETURN

```


. list stru

Structure for database: C:\outworks.dbf

Number of data records: 11

Date of last update : 09/02/90

Field	Field Name	Type	Width	Dec
1	FIRSTNAME	Character	17	
2	LASTNAME	Character	12	
3	PLACE	Character	15	
4	STATUS	Character	15	
5	HOURS	Numeric	2	
6	LAW	Character	?	
7	BEGIN	Date	8	
8	END	Date	8	
** Total: **			80	

*OUTWORKS.OUT -output form

@2,0 TO 14,79 DOUBLE

@4,1 TO 4,78 DOUBLE

@7,2 SAY "First Name

;

:"

@7,26 SAY FIRSTNAME

@8,2 SAY "Last Name

:"

@8,26 SAY LASTNAME

@9,2 SAY "Job Location

:"

@9,26 SAY PLACE

@10,2 SAY "Type of Charge

:"

@10,26 SAY STATUS

@11,2 SAY "Hours Per Week

:"

@11,26 SAY HOURS

@12,2 SAY "Related Article Of Law:"

@12,26 SAY LAW

@13,2 SAY "Starting Date

:"

@13,26 SAY BEGIN

@14,2 SAY "Ending Date

:"

@14,26 SAY END

RETURN

```

*OUTWORKS.ID   Input/Output Screen
@2,0 TO 16,79 DOUBLE
@3,17 SAY "ACADEMIC PERSONNEL CHARGED OUT OF THE FACULTY"
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name           :"
@7,26 GET MFIRSTNAME
@8,2 SAY "Last Name            :"
@8,26 GET MLASTNAME
@9,2 SAY "Job Location          :"
@9,26 GET MPLACE
@10,2 SAY "Type Of Charge       :"
@10,26 GET MSTATUS
@11,2 SAY "Hours Per Week        :"
@11,26 GET MHOURS
@12,2 SAY "Related Article Of Law:"
@12,26 GET MLAW
@13,2 SAY "Starting Date         :"
@13,26 GET MBEGIN
@14,2 SAY "Ending Date           :"
@14,26 GET MEND
RETURN

```

```

*OUTWORKS.FAU - default values program
PUBLIC MFIRSTNAME,MLASTNAME,MPLACE,MSTATUS;
    MHOURS,MLAW,MBEGIN,MEND
MFIRSTNAME=SPACE(12)
MLASTNAME=SPACE(12)
MPLACE=SPACE(15)
MSTATUS=SPACE(15)
MHOURS=SPACE(2)
MLAW=SPACE(7)
MBEGIN=SPACE(8)
MEND=SPACE(8)
RETURN

```

```

*OUTWORKS.ADD   Add Program
more=.t.
DO WHILE more
    DO OUTWORKS.FAU
    CLEAR
    DO OUTWORKS.ID
    @18,20 SAY "Make as many entries as you want"
    @19,20 SAY "(Enter BLANKS to terminate)"
    @20,22 SAY "When finished press ENTER"
    READ
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    IF LEN(MLASTNAME+MFIRSTNAME+MPLACE+MSTATUS+MLAW)    0;
        .AND. MHOURS    0
        SET EXACT ON
        STORE TRIM(MLASTNAME+MFIRSTNAME) TO key
        FIND &key
        SET EXACT OFF
        IF FOUND()

```

```

        @18,0 CLEAR TO 20,78
        @18,20 SAY "This personnel is already on file"
        @20,23 SAY "Press any key to continue"
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
    ELSE
        APPEND BLANK
        REPLACE FIRSTNAME WITH MFIRSTNAME, LASTNAME WITH:
        MLASTNAME, PLACE WITH MPLACE:
        STATUS WITH MSTATUS, HOURS WITH MHOURS, LAW WITH:
        MLAW, BEGIN WITH MBEGIN, END WITH MEND
        RELEASE ALL LIKE M*
    ENDIF
ELSE
    more=. F.
ENDIF
ENDDO
RELEASE more
RETURN

```

```

*OUTWORKS.ED - Data Update Program
STORE FIRSTNAME TO MFIRSTNAME
STORE LASTNAME TO MLASTNAME
STORE PLACE TO MPLACE
STORE STATUS TO MSTATUS
STORE HOURS TO MHOURS
STORE LAW TO MLAW
STORE BEGIN TO MBEGIN
STORE END TO MEND
anymore= t.
DO WHILE anymore
    CLEAR
    DO OUTWORKS.ID
    @19,20 SAY "Make your changes"
    @20,20 SAY "When finished press ENTER"
    READ
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    answer=" "
    @19,0 CLEAR TO 20,78
    @19,20 SAY "Any more changes(Y/N)?"
    @19,43 GET answer
    SET CONFIRM OFF
    READ
    IF UPPER(answer)="N"
        REPLACE FIRSTNAME WITH MFIRSTNAME, LASTNAME WITH:
        MLASTNAME, PLACE WITH MPLACE:
        STATUS WITH MSTATUS, HOURS WITH MHOURS, LAW WITH:
        MLAW, BEGIN WITH MBEGIN, END WITH MEND
        anymore=. F.
    ENDIF
ENDDO
RELEASE anymore, answer
RELEASE ALL LIKE M*
RETURN

```

```

*OUTWORKS.MAI - Outworks.Dbf File Maintenance Program
SET UNIQUE OFF
USE OUTWORKS
INDEX ON UPPER(TRIM(LASTNAME+FIRSTNAME))+DTOC(BEGIN) TO OUTINDEX
GO TOP
orange=.t.
DO WHILE orange
  CLEAR
  DO OUTWORKS.OUT
  @3,26 SAY ">>Outworks File Maintenance<<"
  @5,55 SAY "Today's Date:"
  @5,69 SAY DATE()
  @15,55 SAY "Record No:"
  @15,66 SAY RECNO()
  menu=" "
  @18,10 SAY "<A>dd Record <P>revious Record <N>ext Record"
  @19,10 SAY "<S>earch Record <M>enu Next <R>eturn Prev.Menu"
  @21,20 SAY "Your Selection-->"
  @21,37 GET menu
  SET CONFIRM OFF
  READ
  menu=UPPER(menu)
  DO CASE
    CASE menu="A"
      DO OUTWORKS.ADD
      REINDEX
    CASE menu="P"
      IF .NOT.BOF()
        SKIP-1
      ENDIF
    CASE menu="N"
      IF .NOT.EOF()
        SKIP
      ENDIF
    CASE menu="S"
      CLEAR
      MFIRSTNAME=SPACE(12)
      MLASTNAME=SPACE(12)
      @5,10 SAY "Enter the Personnel Full Name"
      @7,10 SAY "Then Press Enter"
      @10,35 SAY "First Name:"
      @10,47 GET MFIRSTNAME
      @11,35 SAY "Last Name:"
      @11,47 GET MLASTNAME
      SET CONFIRM OFF
      READ
      SET EXACT ON
      STORE UPPER(TRIM(MLASTNAME+MFIRSTNAME)) TO key
      FIND &key
      SET EXACT OFF
      IF EOF()
        @19,10 SAY "Matching Record Not Found"
        @20,10 SAY "Press Any Key To Continue"
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
      ENDIF
      RELEASE MLASTNAME,MFIRSTNAME, key
    CASE menu="M"
      cherry=.t.
      DO WHILE cherry
        @18,0 CLEAR TO 21,78

```

```

        banana=" "
        @18,10 SAY "<D>elete Record <M>odify Record"
        @19,10 SAY "<P>rint Record <R>eturn Prev.Menu"
        @21,20 SAY "Your Selection-->"
        @21,37 GET banana
        SET CONFIRM OFF
        READ
        banana=UPPER(banana)
        DO CASE
            CASE banana="D"
                @18,0 CLEAR TO 21,78
                IF DELETED()
                    cmd=" "
                @18,10 SAY "This Record Is Already Marked For Deletion"
                @19,10 SAY "Want to Permanently Delete(Y/N)?"
                    @19,43 GET cmd
                    SET CONFIRM OFF
                    READ
                    IF UPPER(cmd)="Y"
                        PACK
                        GO TOP
                    ENDIF
                ELSE
                    answer="N"
                @18,10 SAY "Press Y To Delete Record"
                @19,10 SAY "Press Any Other Key To Continue"
                    @18,62 GET answer
                    SET CONFIRM OFF
                    READ
                    IF UPPER(answer)="Y"
                        DELETE
                    ENDIF
                ENDIF
            CASE banana="M"
                CLEAR
                DO OUTWORKS.ED
                @19,0 CLEAR
            CASE banana="P"
                lemon=" "
                @18,0 CLEAR TO 21,78
                @18,10 SAY "Set Up Printer.Then Press P To Print"
                @19,10 SAY "Any Other Key Cancels Output Request" GET lemon
                    SET CONFIRM OFF
                    READ
                    IF UPPER(lemon)="P"
                        SET DEVI TO PRINT
                        DO OUTWORKS.OUT
                        SET DEVI TO SCREEN
                    ENDIF
            CASE banana="R"
                cherry=.F.
        ENDCASE
    ENDDO
    CASE menu="R"
        orange=.F.
    ENDCASE
    IF EOF()
        GO TOP
    ENDIF
ENDDO
RELEASE orange,menu,key,cherry,banana,cmd,answer,lemon
CLOSE DATABASE
SET UNIQUE ON
RETURN

```

```

. list stru
Structure for database: C:\publish.dbf
Number of data records:      5
Date of last update   : 09/14/90
Field  Field Name  Type      Width  Dec
  1  FIRSTNAME    Character  12
  2  LASTNAME     Character  12
  3  PUBL_TYPE    Character   8
  4  PUBL_NAME    Character  60
  5  PUBL_DATE    Character  10
  6  PUBL_PLAC    Character  20
** Total **                123

```

```

*PUBLISH.OUT  output form
@2,0 TO 14,79 DOUBLE
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name      :"
@7,21 SAY FIRSTNAME
@8,2 SAY "Last Name       :"
@8,21 SAY LASTNAME
@9,2 SAY "Publication Type  :"
@9,21 SAY PUBL_TYPE
@10,2 SAY "Publication Name  :"
@10,21 SAY PUBL_NAME
@11,2 SAY "Publication Date  :"
@11,21 SAY PUBL_DATE
@12,2 SAY "Publication Place:"
@12,21 SAY PUBL_PLAC
RETURN

```

```

*PUBLISH.ID - Input/Output Screen
@2,0 TO 14,79 DOUBLE
@3,23 SAY "PERSONNELS' PUBLICATION DATA FORM"
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name      :"
@7,21 GET MFIRSTNAME
@8,2 SAY "Last Name       :"
@8,21 GET MLASTNAME
@9,2 SAY "Publication Type  :"
@9,21 GET MPUBL_TYPE
@10,2 SAY "Publication Name  :"
@10,21 GET MPUBL_NAME
@11,2 SAY "Publication Date  :"
@11,21 GET MPUBL_DATE
@12,2 SAY "Publication Place:"
@12,21 GET MPUBL_PLAC
RETURN

```

```

*PUBLISH.FAU -default values program
PUBLIC MFIRSTNAME,MLASTNAME
PUBLIC MPUBL_TYPE,MPUBL_NAME, MPUBL_DATE,MPUBL_PLAC
MFIRSTNAME=SPACE(12)
MLASTNAME=SPACE(12)
MPUBL_TYPE=SPACE(8)
MPUBL_NAME=SPACE(20)
MPUBL_DATE=SPACE(8)
MPUBL_PLAC=SPACE(20)
RETURN

*PUBLISH.ADD - Add Program
more=.t.
DO WHILE more
  DO PUBLISH.FAU
  CLEAR
  DO PUBLISH.ID
  @18,20 SAY "Make as many entries as you want"
  @19,22 SAY "(Enter BLANKS to terminate)"
  @20,22 SAY "When finished press ENTER"
  READ
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  IF LEN(MLASTNAME+MFIRSTNAME+MPUBL_TYPE+MPUBL_NAME+MPUBL_PLAC) 0
    SET EXACT ON
    STORE TRIM(MLASTNAME+MFIRSTNAME) TO key
    FIND &key
    SET EXACT OFF
    IF FOUND()
      @18,0 CLEAR TO 20,78
      @18,20 SAY "This record is already on file"
      @20,23 SAY "Press any key to continue"
      SET CONSOLE OFF
      WAIT
      SET CONSOLE ON
    ELSE
      APPEND BLANK
      REPLACE FIRSTNAME WITH MFIRSTNAME:
      LASTNAME WITH MLASTNAME,PUBL_NAME:
      WITH MPUBL_NAME,PUBL_TYPE WITH MPUBL_TYPE:
      PUBL_DATE WITH MPUBL_DATE,PUBL_PLAC WITH:
      MPUBL_PLAC
      RELEASE ALL LIKE M*
    ENDIF
  ELSE
    more=.f.
  ENDIF
ENDDO
RELEASE more
RETURN

```

```

*PUBLISH.ED -Data Update Program
STORE FIRSTNAME TO MFIRSTNAME
STORE LASTNAME TO MLASTNAME
STORE PUBL_TYPE TO MPUBL_TYPE
STORE PUBL_NAME TO MPUBL_NAME
STORE PUBL_DATE TO MPUBL_DATE
STORE PUBL_PLAC TO MPUBL_PLAC
anymore=.t.
DO WHILE anymore
  CLEAR
  DO PUBLISH.ID
  @19,20 SAY "Make your changes"
  @20,20 SAY "When finished press ENTER"
  READ
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  answer=" "
  @19,0 CLEAR TO 20,78
  @19,20 SAY "Any more changes(Y/N)?"
  @19,43 GET answer
  SET CONFIRM OFF
  READ
  IF UPPER(answer)="N"
    REPLACE FIRSTNAME WITH MFIRSTNAME;
    LASTNAME WITH MLASTNAME,PUBL_TYPE WITH MPUBL_TYPE;
    PUBL_NAME WITH MPUBL_NAME,PUBL_DATE WITH MPUBL_DATE;
    PUBL_PLAC WITH MPUBL_PLAC
    anymore=.f.
  ENDIF
ENDDO
RELEASE anymore,answer
RELEASE ALL LIKE M*
RETURN

```

```

*PUBLISH.MAI -Publish.Dbf File Maintenance Program
USE PUBLISH
INDEX ON UPPER(TRIM(LASTNAME+FIRSTNAME))+DTOC(PUBL_DATE) TO PUBINDE
GO TOP
orange=.t.
DO WHILE orange
  CLEAR
  DO PUBLISH.OUT
  @3,26 SAY ">>Publications File Maintenance<<"
  @5,55 SAY "Today's Date:"
  @5,69 SAY DATE()
  @13,55 SAY "Record No:"
  @13,69 SAY RECNO()
  menu=" "
  @18,10 SAY "<A>dd Record <P>revious Record <N>ext Record"
  @19,10 SAY "<S>earch Record <M>enu Next <R>eturn prev Menu"
  @21,20 SAY "Your Selection-->"
  @21,37 GET menu
  SET CONFIRM OFF
  READ
  menu=UPPER(menu)
  DO CASE
    CASE menu="A"
      DO PUBLISH.ADD

```



```

CASE menu="P"
  IF .NOT.BOF()
    SKIP-1
  ENDIF
CASE menu="N"
  IF .NOT.EOF()
    SKIP
  ENDIF
CASE menu="S"
  CLEAR
  MFIRSTNAME=SPACE(12)
  MLASTNAME=SPACE(12)
  @5,10 SAY "Enter the Personnel Full Name"
  @7,10 SAY "Then Press Enter"
  @10,35 SAY "First Name:"
  @10,47 GET MFIRSTNAME
  @11,35 SAY "Last Name:"
  @11,47 GET MLASTNAME
  SET CONFIRM OFF
  READ
  SET EXACT ON
  STORE TRIM(MLASTNAME+MFIRSTNAME) TO key
  FIND &key
  SET EXACT OFF
  IF EOF()
    @19,10 SAY "Matching Record Not Found"
    @20,10 SAY "Press Any Key To Continue"
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
  ENDIF
  RELEASE MLASTNAME, MFIRSTNAME, key
CASE menu="M"
  cherry=.t.
  DO WHILE cherry
    @19,0 CLEAR TO 21,78
    banana=" "
    @18,10 SAY "<D>elete Record <M>odify Record"
    @19,10 SAY "<P>rint Record <R>eturn to Prev Menu"
    @21,10 SAY "Your Selection-->"
    @21,27 GET banana
    SET CONFIRM OFF
    READ
    banana=UPPER(banana)
    DO CASE
      CASE banana="D"
        @18,0 CLEAR TO 21,78
        IF DELETED()
          cmd=" "
          @18,10 SAY "This Record is Already Marked For Deletion"
          @19,10 SAY "Want to Permanently Delete(Y/N)?"
          @19,43 GET cmd
          SET CONFIRM OFF
          READ
          IF UPPER(cmd)="Y"
            PACK
            GO TOP
          ENDIF
        ELSE
          answer="N"
          @18,10 SAY "Press Y To Delete Record"
          @19,10 SAY "Press Any Other Key To Continue"
          @18,35 GET answer
          SET CONFIRM OFF
          READ

```

```

        IF UPPER(answer)="Y"
            DELETE
        ENDIF
    ENDIF
CASE banana="M"
    CLEAR
    DO PUBLISH.ED
    @19,0 CLEAR
CASE banana="P"
    lemon=" "
    @18,0 CLEAR TO 21,79
@18,10 SAY "Set Up Printer.Then Press P To Print"
@19,10 SAY "Any Other Key Cancels Output Request" GET lemon
    SET CONFIRM OFF
    READ
    IF UPPER(lemon)="P"
        SET DEVI TO PRINT
        DO PUBLISH.OUT
        SET DEVI TO SCREEN
    ENDIF
CASE banana="R"
    cherry=.f.
ENDCASE
    ENDDO
CASE menu="R"
    orange=.f.
ENDCASE
IF EOF()
    GO TOP
ENDIF
ENDDO
RELEASE orange,menu,cherry,banana,cmd,answer,lemon
CLOSE DATABASE
RETURN

```

```

. list stru
Structure for database: C:\educatio.dbf
Number of data records:      12
Date of last update   : 09/02/90
Field  Field Name  Type           Width  Dec
-----
  1  FIRSTNAME    Character      12
  2  LASTNAME     Character      12
  3  LANG         Character       7
  4  COLLEGE      Character      22
  5  MAJOR        Character      21
  6  DATE_MJ      Numeric        4
  7  GRADUATE     Character      22
  8  MINOR        Character      21
  9  DATE_GRA     Numeric        4
 10  DOCTORATE    Character      22
 11  DATE_DR      Numeric        4
 12  ASS_PROF     Character      22
 13  DATE_A_PR    Numeric        4
 14  PROFF       Character      22
 15  DATE_PROF    Numeric        4
 16  EDU_PROGR   Character      22
** Total **                226

```

```

*EDUCATIO.OUT - output form
@2,0 TO 15,79 DOUBLE
@4,1 TO 4,78 DOUBLE
@5,2 SAY "First Name:"
@5,14 SAY FIRSTNAME C
@5,25 SAY "Last Name:"
@5,36 SAY LASTNAME
@6,26 SAY "University Name"
@6,48 SAY "Field"
@6,75 SAY "Year"
@8,2 SAY "Undergraduate"
@9,2 SAY "Graduate"
@10,2 SAY "Doctorate"
@11,2 SAY "Assoc.Proff."
@12,2 SAY "Proff."
@13,2 SAY "Education in Progress"
@8,26 SAY COLLEGE
@9,26 SAY GRADUATE
@10,26 SAY DOCTORATE
@11,26 SAY ASS_PROF
@12,26 SAY PROFF
@13,26 SAY EDU_PROGR
@8,48 SAY MAJOR
@9,48 SAY MINOR
@8,75 SAY DATE_MJ
@9,75 SAY DATE_GRA
@10,75 SAY DATE_DR
@11,75 SAY DATE_A_PR
@12,75 SAY DATE_PROF
RETURN

```

```

*EDUCATIO.ID - Input/Output Screen
@2,0 TO 16,15 DOUBLE
@4,1 TO 4,78 DOUBLE
@5,2 SAY "First Name:"
@5,14 SAY FIRSTNAME
@5,26 SAY "Last Name:"
@5,37 SAY LASTNAME
@6,26 SAY "University Name"
@6,47 SAY "Field"
@6,62 SAY "Year"
@8,2 SAY "Undergraduate"
@9,2 SAY "Graduate"
@10,2 SAY "Doctorate"
@11,2 SAY "Assoc.Proff."
@12,2 SAY "Proff."
@13,2 SAY "Education in Progress"
@8,26 GET MCOLLEGE
@9,26 GET MGRADUATE
@10,26 GET MDOCTORATE
@11,26 GET MASS_PROF
@12,26 GET MPROFF
@13,26 GET EDU_PROGR
@8,47 GET MMAJOR
@9,47 GET MMINOR
@8,62 GET MDATE_MJ
@9,62 GET MDATE_GRA
@10,62 GET MDATE_DR
@11,62 GET MDATE_A_PR
@12,62 GET MDATE_PROF
RETURN

```

```

*EDUCATIO.FAU -default values program
PUBLIC MFIRSTNAME,MLASTNAME,MLANG,MCOLLEGE;
  MMAJOR,MDATE_MJ,MGRADUATE,MMINOR,MDATE_GRA;
  MDOCTORATE,MDATE_DR,MASS_PROF,MDATE_A_PR,MPROFF;
  MDATE_PROF,MEDU-PROGR
MFIRSTNAME=SPACE(12)
MLASTNAME=SPACE(12)
MLANG=SPACE(7)
MCOLLEGE=SPACE(22)
MMAJOR=SPACE(21)
MDATE_MJ=SPACE(4)
MGRADUATE=SPACE(22)
MMINOR=SPACE(21)
MDATE_GRA=SPACE(4)
MDOCTORATE=SPACE(22)
MDATE_DR=SPACE(4)
MASS_PROF=SPACE(22)
MDATE_A_PR=SPACE(4)
MPROFF=SPACE(22)
MDATE_PROF=SPACE(4)
MEDU_PROGR=SPACE(22)
RETURN

```

```

STORE DATE_A_PR TO MDATE_A_PR
STORE PROFF TO MPROFF
STORE DATE_PROF TO MDATE_PROF
STORE EDU_PROGR TO MEDU_PROGR
anymore=.t.
DO WHILE anymore
  CLEAR
  DO EDUCATIO.IO
  @19,20 SAY "Make your changes"
  @20,20 SAY "When finished press ENTER"
  READ
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  answer=" "
  @19,0 CLEAR TO 20,78
  @19,20 SAY "Any more changes(Y/N)?"
  @19,43 GET answer
  SET CONFIRM OFF
  READ
  IF UPPER(answer)="N"
    REPLACE FIRSTNAME WITH MFIRSTNAME,MIDDLE WITH MMIDDLE;
      LASTNAME WITH MLASTNAME;LANG WITH MLANG,COLLEGE WITH;
      MCOLLEGE,MAJOR WITH MMAJOR,DATE_MJ WITH MDATE_MJ
    REPLACE GRADUATE WITH MGRADUATE,MINOR WITH MMINOR,DATE_GRA;
      WITH MDATE_GRA,DOCTORATE WITH MDOCTORATE,DATE_DR;
      WITH MDATE_DR,ASS_PROF WITH MASS_PROF
    REPLACE DATE_A_PR WITH MDATE_A_PR,PROFF WITH MPROFF;
      DATE_PROF WITH MDATE_PROF,EDU_PROGR WITH MEDU_PROGR
    anymore=.f.
  ENDIF
ENDDO
RELEASE anymore,answer
RELEASE ALL LIKE M*
RETURN

```

*EDUCATIO.MAI - Educatio.Dbf File Maintenance Program

```

USE EDUCATIO.DBF
INDEX ON UPPER(TRIM(LASTNAME+FIRSTNAME)) TO EDUINDEX
GO TOP
orange=.t.
DO WHILE orange
  CLEAR
  DO EDUCATIO.OUT
  @3,2 CLEAR TO 3,78
  @3,26 SAY ">>Education File Maintenance<<"
  @5,55 SAY "Today's Date:"
  @5,69 SAY DATE()
  @14,55 SAY "Record No:"
  @14,69 SAY RECNO()
  menu=" "
  @18,10 SAY "<A>dd Record <P>revious Record <N>ext Record"
  @19,10 SAY "<S>earch Record <M>enu Next <R>eturn Prev.Menu"
  @21,10 SAY "Your Selection-->"
  @21,27 GET menu
  SET CONFIRM OFF
  READ
  menu=UPPER(menu)
  DO CASE
    CASE menu="A"
      DO EDUCATIO.ADD
      REINDEX

```

```

Skip:      goto
          IF .NOT.BOF()
              SKIP-1
          ENDIF
CASE menu="N"
          IF .NOT.EOF()
              SKIP
          ENDIF
CASE menu="S"
          CLEAR
          MFIRSTNAME=SPACE(12)
          MLASTNAME=SPACE(12)
          @5,10 SAY "Enter the Personnel Full Name"
          @7,10 SAY "Then Press Enter"
          @10,35 SAY "First Name:"
          @10,47 GET MFIRSTNAME
          @11,35 SAY "Last Name:"
          @11,47 GET MLASTNAME
          SET CONFIRM OFF
          READ
          SET EXACT ON
          STORE UPPER(TRIM(MLASTNAME+MFIRSTNAME)) TO key
          FIND &key
          SET EXACT OFF
          IF EOF()
              @19,10 SAY "Matching Record Not Found"
              @20,10 SAY "Press Any Key To Continue"
              SET CONSOLE OFF
              WAIT
              SET CONSOLE ON
          ENDIF
          RELEASE MLASTNAME,MFIRSTNAME,key
CASE menu="M"
          cherry=.t.
          DO WHILE cherry
              @18,0 CLEAR TO 21,78
              banana=" "
              @18,10 SAY "<D>elete Record <M>odify Record"
              @19,10 SAY "<P>rint Record <R>eturn Prev.Menu"
              @21,10 SAY "Your Selection-->"
              @21,27 GET banana
              SET CONFIRM OFF
              READ
              banana=UPPER(banana)
              DO CASE
                  CASE banana="D"
                      @18,0 CLEAR TO 21,78
                      IF DELETED()
                          cmd=" "
                          @18,10 SAY "This Record Is Already Marked For Deletion"
                          @19,10 SAY "Want to Permanently Delete(Y/N)?"
                          @17,43 GET cmd
                          SET CONFIRM OFF
                          READ
                          IF UPPER(cmd)="Y"
                              PACK
                              GO TOP
                          ENDIF
                      ELSE
                          answer="N"
                          @18,10 SAY "Press Y To Delete Record"
                          @19,10 SAY "Press Any Other Key To Continue"
                          @18,28 GET answer
                          SET CONFIRM OFF
                          READ
                          IF UPPER(answer)="Y"

```

```

        DELETE
    ENDDIF
    ENDDIF
    CASE banana="M"
        CLEAR
        DO EDUCATIO.LED
        @19,0 CLEAR
    CASE banana="P"
        lemon=" "
        @ 18,0 CLEAR TO 21,78
@18,10 SAY "Set Up Printer.Then Press P To Print"
@19,10 SAY "Any Other Key Cancels Output Request" GET lemon
        SET CONFIRM OFF
        READ
        IF UPPER(lemon)="P"
            SET DEVI TO PRINT
            DO EDUCATIO.OUT
            SET DEVI TO SCREEN
        ENDIF
    CASE banana="R"
        cherry=.f.
    ENDCASE
    ENDDO
    CASE menu="R"
        orange=.f.
    ENDCASE
    IF EOF()
        GO TOP
    ENDIF
ENDDO
RELEASE orange,menu,cheery,banana,cmd,answer,lemon
CLOSE DATABASE
RETURN

```

. list stru

Structure for database: C:\apply.dbf

Number of data records: 10

Date of last update : 09/14/90

Field	Field Name	Type	Width	Dec
1	FIRSTNAME	Character	12	
2	LASTNAME	Character	12	
3	DEPT	Character	22	
4	SCIENCE_B	Character	30	
5	FORE_LANG	Character	7	
6	UNIV	Character	26	
7	GPA	Numeric	5	2
8	SEX	Character	1	
9	ADDRESS	Character	26	
10	CITY	Character	12	
11	TEL_HOME	Numeric	7	
12	TEL_WORK	Numeric	3	
13	BIRTHDAY	Date	8	
14	BIRTH_PLC	Character	9	
15	LANG_EXAM	Character	9	
16	SCI_EXAM	Character	9	
17	INTERVIEW	Character	9	
18	APPLY_DAY	Date	8	
19	APPLY_NO	Numeric	2	
** Total **			218	

*APPLY.OUT _ output form

@2,0 TO 17,79 DOUBLE

@4,1 TO 4,78 DOUBLE

@7,2 SAY "First Name :"

@7,24 SAY FIRSTNAME

@8,2 SAY "Last Name

@8,24 SAY LASTNAME

@9,2 SAY "Department Applied :"

@9,24 SAY DEPT

@10,2 SAY "Main Science Branch :"

@10,24 SAY SCIENCE_B

@11,2 SAY "University Graduated:"

@11,24 SAY UNIV

@12,2 SAY "Address :"

@12,24 SAY ADDRESS

@13,2 SAY "City :"

@14,2 SAY "Language Exam Result:"

@14,24 SAY LANG_EXAM

@15,2 SAY "Science Exam Result :"

@15,24 SAY SCI_EXAM

@16,2 SAY "Interview Result :"

@16,24 SAY INTERVIEW

@17,52 SAY "Foreign Language:"

@17,70 SAY FORE_LANG

@18,52 SAY "Sex :"

@18,70 SAY SEX

@19,52 SAY "Tel(home) :"

@19,70 SAY TEL_HOME


```

@10,52 SAY "TEL_HOME"
@10,70 SAY TEL_WORK
@11,52 SAY "Birthdate"      : "
@11,70 SAY BIRTHDAY
@12,52 SAY "Birthplace"    : "
@12,70 SAY BIRTH_PLC
@13,52 SAY "GPA"           : "
@13,70 SAY GPA
@14,52 SAY "Application Date:"
@14,70 SAY APPLY_DAY
@15,52 SAY "Application No" : "
@15,70 SAY APPLY_NO
RETURN

```

```

*APPLY.ID -Input/Output Screen
@2,0 TO 17,79 DOUBLE
@3,20 SAY "ACADEMIC PERSONNEL APPLICATION DATA FORM"
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name"      : "
@7,24 GET MFIRSTNAME
@8,2 SAY "Last Name"       : "
@8,24 GET MLASTNAME
@9,2 SAY "Department Applied : "
@9,24 GET MDEPT
@10,2 SAY "Main Science Branch:"
@10,24 GET MSCIENCE_B
@11,2 SAY "University Graduated:"
@11,24 GET MUNIV
@12,2 SAY "Address"        : "
@12,24 GET MADDRESS
@13,2 SAY "City"           : "
@13,24 GET MCITY
@14,2 SAY "Language Exam Result:"
@14,24 GET MLANG_EXAM
@15,2 SAY "Science Exam Result : "
@15,24 GET MSCOL_EXAM
@16,2 SAY "Interview Result" : "
@16,24 GET MINTERVIEW
@17,52 SAY "Foreign Language:"
@17,70 GET MFORE_LANG
@18,52 SAY "Sex"           : "
@18,70 GET MSEX
@19,52 SAY "Tel(home)"     : "
@19,70 GET MTEL_HOME
@20,52 SAY "Tel(work)"     : "
@20,70 GET MTEL_WORK
@21,52 SAY "Birthdate"     : "
@21,70 GET MBIRTHDAY
@22,52 SAY "Birthplace"    : "
@22,70 GET MBIRTH_PLC
@23,52 SAY "GPA"           : "

```

```

@13,70 GET MGPA
@14,52 SAY "Application Date:"
@14,70 GET MAPPLY_DAY
@15,52 SAY "Application No  : "
@15,70 GET MAPPLY_NO
RETURN

```

```

*APPLY.FAU    default values program
PUBLIC MFIRSTNAME,MLASTNAME,MDEPT,MSCIENCE_B,MFORE_LANG
PUBLIC MUNIV,MGPA,MSEX,MADDRESS,MCITY
PUBLIC MTEL_HOME,MTEL_WORK,MBIRTHDAY,MBIRTH_PLC
PUBLIC MLANG_EXAM,MSCI_EXAM,MINTERWIEU,MAPPLY_DAY,MAPPLY_NO
MFIRSTNAME=SPACE(12)
MLASTNAME=SPACE(12)
MDEPT=SPACE(22)
MSCIENCE_B=SPACE(30)
MFORE_LANG=SPACE(7)
MUNIV=SPACE(26)
MGPA=SPACE(5)
MSEX=SPACE(1)
MADDRESS=SPACE(26)
MCITY=SPACE(15)
MTEL_HOME=SPACE(7)
MTEL_WORK=SPACE(3)
MBIRTHDAY=SPACE(8)
MBIRTH_PLC=SPACE(9)
MLANG_EXAM=SPACE(9)
MSCI_EXAM=SPACE(9)
MINTERWIEU=SPACE(9)
MAPPLY_DAY=SPACE(8)
MAPPLY_NO=SPACE(2)
RETURN

```

```

*APPLY.ADD    Add Program
more=.t.
DO WHILE more
  DO APPLY.FAU
  CLEAR
  DO APPLY.IO
  @18,20 SAY "Make as many entries as you want"
  @19,22 SAY "(Enter BLANKS to terminate)"
  @20,22 SAY "When finished press ENTER"
  READ
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  IF LEN(MLASTNAME+MFIRSTNAME+MDEPT+MSCIENCE_B) <> 0;
     .AND. LEN(MFORE_LANG+MUNIV+MSEX+MADDRESS+MCITY) <> 0;
     .AND. LEN(MMBIRTH_PLC+MLANG_EXAM+MSCI_EXAM+MINTERWIEU) <> 0
  SET EXACT ON
  STORE TRIM(MLASTNAME+MFIRSTNAME) TO key
  FIND &key
  SET EXACT OFF
  IF FOUND()
    @18,0 CLEAR TO 20,78
    @18,20 SAY "This record is already on file"
    @19,23 SAY "Press any key to continue"
    SET CONSOLE OFF

```

```

        WAIT
        SET CONSOLE ON
ELSE
    APPEND BLANK
    REPLACE FIRSTNAME WITH MFIRSTNAME;
    LASTNAME WITH MLASTNAME,DEPT WITH MDEPT,SCIENCE_B;
    WITH MSCIENCE_B,FORE_LANG WITH MFORE_LANG,UNIV WITH;
    MUNIV,GPA WITH MGPA,SEX WITH MSEX,ADDRESS WITH;
    MADDRESS
    REPLACE COUNTRY WITH MOUNTRY,TEL_HOME WITH;
    MTEL_HOME,TEL_WORK WITH MTEL_WORK,BIRTHDAY WITH;
    MBIRTHDAY,BIRTH_PLC WITH MBIRTH_PLC,LANG_EXAM WITH;
    MLANG_EXAM
    REPLACE SCI_EXAM WITH MSCI_EXAM,INTERWIEU WITH;
    INTERWIEU,APPLY_DAY WITH MAPPLY_DAY,APPLY_NO WITH;
    MAPPLY_NO
    RELEASE ALL LIKE M*
ENDIF
more=.f.
ENDIF
ENDDA
RELEASE more
RETURN

```

```

*APPLY.ED Data Update Program
STORE FIRSTNAME TO MFIRSTNAME
STORE LASTNAME TO MLASTNAME
STORE DEPT TO MDEPT
STORE SCIENCE_B TO MSCIENCE_B
STORE FORE_LANG TO MFORE_LANG
STORE UNIV TO MUNIV
STORE GPA TO MGPA
STORE SEX TO MSEX
STORE ADDRESS TO MADDRESS
STORE CITY TO MCITY
STORE TEL_HOME TO MTEL_HOME
STORE TEL_WORK TO MTEL_WORK
STORE BIRTHDAY TO MBIRTHDAY
STORE BIRTH_PLC TO MBIRTH_PLC
STORE LANG_EXAM TO MLANG_EXAM
STORE SCI_EXAM TO MSCI_EXAM
STORE INTERWIEU TO MINTERWIEU
STORE APPLY_DAY TO MAPPLY_DAY
STORE APPLY_NO TO MAPPLY_NO
anymore= t.
DO WHILE anymore
    CLEAR
    DO APPLY.ID
    @19,20 SAY "Make your changes"
    @20,20 SAY "When finished press ENTER"
    READ
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    answer=" "
    @19,0 CLEAR TO 20,78
    @19,20 SAY "Any more changes(Y/N)?"
    @19,43 GET answer
    SET CONFIRM OFF
    READ
    IF UPPER(answer)="N"
        REPLACE FIRSTNAME WITH MFIRSTNAME;

```

```

        LASTNAME WITH MLASTNAME,DEPT WITH MDEPT,SCIENCE_B WITH:
        MSCIENCE_B,FORE_LANG WITH MFORE_LANG,UNIV WITH MUNIV
REPLACE GPA WITH MGPA,SEX WITH MSEX,ADDRESS WITH MADDRESS:
        COUNTRY WITH MCOUNTRY,TEL_HOME WITH MTEL_HOME,TEL_WORK:
        WITH MTEL_WORK,BIRTHDAY WITH MBIRTHDAY:
REPLACE BIRTH_PLC WITH MBIRTH_PLC,LANG_EXAM WITH: 1
        MLANG_EXAM:,SCI_EXAM WITH MSCI_EXAM,INTERVIEW WITH MINTERVIEW
REPLACE APPLY_DAY WITH MAPPLY_DAY,APPLY_NO WITH MAPPLY_NO
        anymore=.f.
    ENDIF
ENDDO
RELEASE anymore,answer
RELEASE ALL LIKE M*
RETURN

```

```

*APPLY.MAI   Apply.Dbf File Maintenance Program
USE APPLY.DBF
INDEX ON UPPER(TRIM(LASTNAME+FIRSTNAME))+DTOC(APPLY_DAY) TO APPINDEX
GO TOP
orange=.t.
DO WHILE orange
    CLEAR
    DO APPLY.OUT
    @3,2 CLEAR TO 3,78
    @3,26 SAY ">>Applicants' File Maintenance<<"
    @5,55 SAY "Today's Date:"
    @5,67 SAY DATE()
    @16,55 SAY "Record No:"
    @16,66 SAY RECNO()
    menu=" "
    @18,10 SAY "<A>dd Record   <P>revious Record <N>ext Record"
    @19,19 SAY "<S>earch Record <M>enu Next       <R>eturn Prev.Menu"
    @21,20 SAY "Your Selection-->"
    @21,37 GET menu
    SET CONFIRM OFF
    READ
    menu=UPPER(menu)
    DO CASE
        CASE menu="A"
            DO APPLY.ADD
        CASE menu="P"
            IF .NOT.BOF()
                SKIP-1
            ENDIF
        CASE menu="N"
            IF .NOT.EOF()
                SKIP
            ENDIF
        CASE menu="S"
            CLEAR
            MFIRSTNAME=SPACE(12)
            MLASTNAME=SPACE(12)
            @5,10 SAY "Enter the Personnel Full Name"
            @7,10 SAY "Then Press Enter"
            @10,35 SAY "First Name:"
            @10,47 GET MFIRSTNAME
            @11,35 SAY "Last Name:"
            @11,47 GET MLASTNAME
            SET CONFIRM OFF
            READ
            SET EXACT ON
            STORE UPPER(TRIM(MLASTNAME+MFIRSTNAME)) TO key
            FIND &key

```

```

DE: EXACT DEF
IF EOF()
    @19,10 SAY "Matching Record Not Found"
    @20,10 SAY "Press Any Key To Continue"
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
ENDIF
RELEASE MLASTNAME,MFIRSTNAME,key
CASE menu="M"
    cherry=.t.
    DO WHILE cherry
        @18,0 CLEAR TO 21,78
        banana=" "
        @18,10 SAY "<D>elete Record <M>odify Record"
        @19,10 SAY "<P>rint Record <R>eturn Prev.Menu"
        @21,20 SAY "Your Selection-->"
        @21,37 GET banana
        SET CONFIRM OFF
        READ
        banana=UPPER(banana)
        DO CASE
            CASE banana="D"
                @18,0 CLEAR TO 21,78
                IF DELETED()
                    cmd=" "
                    @18,10 SAY "This Record Is Already Marked For Deletion"
                    @19,10 SAY "Want to Permanently Delete(Y/N)?"
                    @19,43 GET cmd
                    SET CONFIRM OFF
                    READ
                    IF UPPER(cmd)="Y"
                        PACK
                        GO TOP
                    ENDIF
                ELSE
                    answer="N"
                    @18,10 SAY "Press Y To Delete Record"
                    @19,10 SAY "Press Any Other Key To Continue"
                    @18,35 GET answer
                    SET CONFIRM OFF
                    READ
                    IF UPPER(answer)="Y"
                        DELETE
                    ENDIF
                ENDIF
            CASE banana="M"
                CLEAR
                DO APPLY.ED
                @19,0 CLEAR
            CASE banana="P"
                lemon=" "
                @18,0 CLEAR TO 21,78
                @18,10 SAY "Set Up Printer.Then Press P To Print"
                @19,10 SAY "Any Other Key Cancels Output Request" SET lemon
                SET CONFIRM OFF
                READ
                IF UPPER(lemon)="P"
                    SET DEVI TO PRINT
                    DO APPLY.OUT
                    SET DEVI TO SCREEN
                ENDIF
            CASE banana="R"
                cherry=.f.
        ENDCASE
    ENDDO

```

```
        CASE menu="R"  
            orange=.f.  
        ENDCASE  
    IF EOF()  
        GO TOP  
    ENDIF  
ENDDO  
RELEASE orange,menu,cherry,banana,cmd,answer,lemon  
CLOSE DATABASE  
RETURN
```

```

. list stru
Structure for database: C:\staff.dbf
Number of data records: 14
Date of last update : 09/24/90
Field  Field Name  Type      Width  Dec
   1  STAF_TITL  Character  19
   2  CURR_STAF  Numeric    2
   3  STAFF_NO   Numeric    2
   4  STAF_NEED  Numeric    2
   5  DEPT       Character  23
** Total **                48

```

```

*STAFF.OUT   output Form
@2,0 TO 11,79 DOUBLE
@4,1 TO 4,78 DOUBLE
@6,2 SAY "Staff Title           :"
@6,48 SAY STAF_TITL
@7,2 SAY "Number of Personnel at this Staff at Present:"
@7,48 SAY CURR_STAF
@8,2 SAY "Total Staff Number     :"
@8,48 SAY STAFF_NO
@9,2 SAY "Vacant Staff           :"
@9,48 SAY STAF_NEED
@10,2 SAY "Department           :"
@10,48 SAY DEPT
RETURN

```

```

*STAFF.IO   Input/Output Screen
@2,0 TO 11,79 DOUBLE
@3,29 SAY "STAFF TABLE DATA FORM"
@4,1 TO 4,78 DOUBLE
@6,2 SAY "Staff Title           :"
@6,48 GET MSTAF_TITL
@7,2 SAY "Number Of Personnel At This Staff At Present:"
@7,48 GET MCURR_STAF
@8,2 SAY "Total Staff Number     :"
@8,48 GET MSTAFF_NO
@9,2 SAY "Vacant Staff           :"
@9,48 GET MSTAF_NEED
@10,2 SAY "Department           :"
@10,48 GET MDEPT
RETURN

```

```

*STAFF.FAU -default values program
PUBLIC MSTAF_TITL,MCURR_STAF,MSTAFF_NO,MSTAF_NEED,MDEPT
MSTAF_TITL=SPACE(10)
MCURR_STAF=SPACE(2)
MSTAFF_NO=SPACE(2)
MSTAF_NEED=SPACE(2)
MDEPT=SPACE(23)
RETURN

*STAFF.ADD   Add Program
more=.t.
DO WHILE more
  DO STAFF.FAU.
  CLEAR
  DO STAFF.IO
  @15,20 SAY "Make as many entries as you want"
  @16,22 SAY "(Enter BLANKS to terminate)"
  @18,22 SAY "When finished press ENTER"
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  READ
  IF LEN(MSTAF_TITL+MCURR_STAF+MSTAFF_NO+MSTAF_NEED+MDEPT)      0
    SET EXACT ON
    STORE MSTAF_TITL TO key
    FIND &key
    SET EXACT OFF
    IF FOUND()
      @15,0 CLEAR TO 18,79
      @15,20 SAY "This record is already on file"
      @16,23 SAY "Press any key to continue"
      SET CONSOLE OFF
      WAIT
      SET CONSOLE ON
    ELSE
      APPEND BLANK
      REPLACE STAF_TITL WITH MSTAF_TITL,CURR_STAF WITH:
        MCURR_STAF,STAFF_NO WITH MSTAFF_NO,STAF_NEED WITH:
        MSTAF_NEED,DEPT WITH MDEPT
      RELEASE ALL LIKE M*
    ENDIF
  ELSE
    more=.f.
  ENDIF
ENDDO
RELEASE more
RETURN

```



```

*STAFF.ED -Data Update Program
STORE STAF_TITL TO MSTAF_TITL
STORE CURR_STAF TO MCURR_STAF
STORE STAFF_NO TO MSTAFF_NO
STORE STAF_NEED TO MSTAF_NEED
STORE DEPT TO MDEPT
anymore=.t
DO WHILE anymore
    CLEAR
    DO STAFF.OUT
    @15,20 "Make your changes"
    @16,20 SAY "When finished press ENTER"
    READ
    SET CONSOLE OFF
    WAIT TO dummy
    SET CONSOLE ON
    answer=""
    @15,0 CLEAR TO 16,78
    @15,20 SAY "Any more changes(Y/N)?"
    @15,43 GET answer
    SET CONFIRM OFF
    READ
    IF UPPER(answer)="N"
        REPLACE STAF_TITL WITH MSTAF_TITL,CURR-STAF WITH:
            MCURR_STAF,STAFF_NO WITH MSTAFF_NO,STAF_NEED WITH
            MSTAF_NEED,DEPT WITH MDEPT
        anymore=.f.
    ENDIF
ENDDO
RELEASE anymore,answer
RELEASE ALL LIKE M*
RETURN

```

```

*STAFF.MAI Staff.Dbf File Maintenance Program
USE STAFF
INDEX ON STAF_TITL+DEPT TO STAINDEX
GO TOP
orange=.t.
DO WHILE orange
    CLEAR
    DO STAFF.OUT
    @3,26 SAY ">>Staff File Maintenance<<"
    @5,55 SAY "Today's Date:"
    @5,62 SAY DATE()
    @10,55 SAY "Record No:"
    @10,66 SAY RECNO()
    menu=""
    @18,10 SAY "<A>dd Record <P>revious Record <H>ext Record"
    @19,10 SAY "<S>earch Record <M>enu Next <R>eturn Previ.Hang"
    @21,20 SAY "Your Selection-->"
    @21,37 GET menu
    SET CONFIRM OFF
    READ
    menu=UPPER(menu)
    DO CASE
        CASE menu="A"
            DO STAFF.ADD
            REINDEX
        CASE menu="P"
            IF .NOT.EOF()

```

```

        ENDIF
CASE menu="N"
    IF .NOT.EOF()
        SKIP
    ENDIF
CASE menu="S"
    CLEAR
    MSTAF_TITL=SPACE(10)
    @5,10 SAY "Enter the Staf Title"
    @7,10 SAY "Then Press Enter"
    @10,35 SAY "Staff Title:"
    @10,47 GET MSTAF_TITL
    SET CONFIRM OFF
    READ
    SET EXACT ON
    STORE MSTAF_TITL TO key
    FIND &key
    SET EXACT OFF
    IF EOF()
        @19,10 SAY "Matching Record Not Found"
        @20,10 SAY "Press Any Key To Continue"
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
    ENDIF
    RELEASE MSTAF_TITL,key
CASE menu="M"
    cherry=.t.
    DO WHILE cherry
        @18,0 CLEAR TO 21,78
        banana=" "
        @18,10 SAY "<D>elete Record <M>odify Record"
        @19,10 SAY "<P>rint Record <R>eturn Prev.Menu"
        @21,20 SAY "Your Selection-->"
        @21,37 GET banana
        SET CONFIRM OFF
        READ
        banana=UPPER(banana)
        DO CASE
            CASE banana="D"
                @18,0 CLEAR TO 21,78
                IF DELETED()
                    cmd=" "
                @18,10 SAY "This Record Is Already Marked For Deletion"
                @19,10 SAY "Want to Permanently Delete(Y/N)?"
                @19,43 GET cmd
                SET CONFIRM OFF
                READ
                IF UPPER(cmd)="Y"
                    PACK
                    GO TOP
                ENDIF
            ELSE
                answer="N"
                @18,10 SAY "Press Y To Delete Record"
                @17,10 SAY "Press Any Other Key To Continue"
                @18,35 GET answer
                SET CONFIRM OFF
                READ
                IF UPPER(answer)="Y"
                    DELETE
                ENDIF
            ENDIF
        CASE banana="M"
            CLEAR

```

```

        DD STAFF.ED
        @19,0 CLEAR
    CASE banana="P"
        lemon=" "
        @18,! CLEAR TO 21,78
@18,10 SAY "Set Up Printer.Then Press P To Print"
@19,10 SAY "Any Other Key Cancels Output Request" GET lemon
        SET CONFIRM OFF
        READ
        IF UPPER(lemon)="P"
            SET DEVI TO PRINT
            DD STAFF.OUT
            SET DEVI TO SCREEN
        ENDIF
    CASE banana="P"
        cherry=.f.
    ENDCASE
ENDDO
CASE menu="R"
    orange=.f.
ENDCASE
IF EOF()
    GO TOP
ENDIF
ENDDO
RELEASE orange,menu,cheery,banana,cmd,answer,lemon
CLOSE DATABASE
RETURN

```

. list stru

Structure for database: C:\job.dbf

Number of data records: 11

Date of last update : 09/13/90

Field	Field Name	Type	Width	Dec
1	PERS_NO	Numeric	7	
2	FIRSTNAME	Character	12	
3	LASTNAME	Character	12	
4	JOB_TITLE	Character	18	
5	APP_DATE	Date	8	
6	STAF_TITL	Character	18	
7	STAF_DEGR	Numeric	1	
8	RETR_DEGR	Numeric	1	
9	RETR_STAG	Numeric	1	
10	SALRY_DEG	Numeric	1	
11	SALRY_ST	Numeric	1	
12	JOBSALD	Numeric	1	
13	JOBSALS	Numeric	1	
14	USTDERECE	Numeric	3	
15	STARTDATE	Date	8	
16	ENDDATE	Date	8	
17	ENDREASON	Character	8	
** Total **			110	

*JOB.OUT - Output Data Form

@2,0 TO 17,79 DOUBLE

@4,1 TO 4,78 DOUBLE

@7,2 SAY "Institution Register Number :"

@7,32 SAY PERS_NO

@8,2 SAY "First Name

@8,32 SAY FIRSTNAME

@9,2 SAY "Last Name

@9,32 SAY LASTNAME

@10,2 SAY "Job Title

@10,32 SAY JOB_TITL

@11,2 SAY "Appointment Date

@11,32 SAY APP_DATE

@12,2 SAY "Staff Title

@12,32 SAY STAF_TITL

@13,2 SAY "Staff Degree

@13,32 SAY STAF_DEGR

@14,2 SAY "Retirement Earned(deg.)

@14,32 SAY RETR_DEGR

@15,2 SAY "Retirement Earned(stage)

@15,32 SAY RETR_STAG

@7,47 SAY "Earned Salary(deg.)

@7,71 SAY SALRY_DEG

@8,47 SAY "Earned Salary(stage)

@8,71 SAY SALRY_ST

@9,47 SAY "Job Salary(deg.)

@9,71 SAY JOBSALD

@10,47 SAY "Job Salary(stage)

@10,71 SAY JOBSALS

```

@11,47 SAY "Gosterge Ustu      : "
@11,71 SAY USTDERECE
@12,47 SAY "Start Date        : "
@12,71 SAY STARTDATE
@13,47 SAY "Termination Date   : "
@13,71 SAY ENDDATE
@14,47 SAY "Termination Reason  : "
@14,71 SAY ENDREASON
RETURN

```

```

*JOB.10   Input/Output Screen
@2,0 TO 17,79 DOUBLE
@3,19 SAY "OFFICIAL/ACADEMIC PERSONNEL CAREER DATA FORM"
@4,1 TO 4,79 DOUBLE
@7,7 SAY "Institution Register Number : "
@7,32 GET MPERS_NO
@8,2 SAY "First Name             : "
@8,32 GET MFIRSTNAME
@9,2 SAY "Last Name              : "
@9,32 GET MLASTNAME
@10,2 SAY "Job Title             : "
@10,32 GET MJOB_TITLE
@11,2 SAY "Appointment Date        : "
@11,32 GET MAPP_DATE
@13,2 SAY "Staff Title             : "
@13,32 GET MSTAF_TITL
@14,2 SAY "Staff Degree           : "
@14,32 GET MSTAF_DEGR
@15,2 SAY "Retirement Earned(deg.)  : "
@15,32 GET MRETR_DEGR
@16,2 SAY "Retirement Earned(stage) : "
@16,32 GET MRETR_STAC
@7,47 SAY "Earned Salary(deg.)       : "
@7,73 GET MSALRY_DEC
@8,47 SAY "Earned Salary(stage)       : "
@8,73 GET MSALRY_ST
@10,47 SAY "Job Salary(deg.)           : "
@10,73 GET MJOBSALD
@11,47 SAY "Job Salary(stage)          : "
@11,73 GET MJOBSALS
@13,47 SAY "Gosterge Ustu             : "
@13,73 GET MUSTDERECE
@14,47 SAY "Start Date                 : "
@14,73 GET MSTARTDATE
@15,47 SAY "Termination Date           : "
@15,73 GET MENDDATE
@16,47 SAY "Termination Reason         : "
@16,73 GET MENOREASON
RETURN

```

```

*0_JOB.FAU default value program
PUBLIC MPERS_NO,MFIRSTNAME,MLASTNAME,MJOB_TITLE;
MAPP_DATE,MSTAF_TITL,MSTAF_DEGR,MRETR_DEGR;
MRETR_STAG,MSALRY_DEG,MSALRY_ST MJOB_SALS,MUSTDERECE;
MSTARTDATE,MENDDATE MENDREASON
MPERS_NO=SPACE(7)
MFIRSTNAME=SPACE(12)
MLASTNAME=SPACE(12)
MJOB_TITLE=SPACE(18)
MAPP_DATE=SPACE(8)
MSTAF_TITL=SPACE(18)
MSTAF_DEGR=SPACE(1)
MRETR_DEGR=SPACE(1)
MRETR_STAG=SPACE(1)
MSALRY_DEG=SPACE(1)
MSALRY_ST=SPACE(1)
MJOB_SALD=SPACE(1)
MJOB_SALS=SPACE(1)
MUSTDERECE=SPACE(3)
MSTARTDATE=SPACE(8)
MENDDATE=SPACE(8)
MENDREASON=SPACE(15)
RETURN

```

*JOB.ADD - Add Program

more=.t.

DO WHILE more

DO JOB.FAU

CLEAR

DO JOB.IO

@18,20 SAY "Make as many entries as you want"

@19,22 SAY "(Enter BLANKS to terminate)"

@20,22 SAY "When finished press ENTER"

READ

SET CONSOLE OFF

WAIT

SET CONSOLE ON

IF (MPERS_NO+MSTAF_DEGR+) 0

SET EXACT ON

STORE PERS_NO TO key

FIND &key

SET EXACT OFF

IF FOUND()

@18,0 CLEAR TO 20,78

@18,20 SAY "This personnel is already on file"

@20,23 SAY "Press any key to continue"

SET CONSOLE OFF

WAIT

SET CONSOLE ON

ELSE

APPEND BLANK

REPLACE PERS_NO WITH MPERS_NO,FIRSTNAME WITH MFIRSTNAME;

LASTNAME WITH MMIDDLE,JOB_TITLE WITH MJOB_TITLE,APP_DATE; :

WITH MAPP_DATE

REPLACE STAF_TITL WITH MSTAF_TITL,STAF_DEGR;

WITH MSTAF_DEGR,RETR_DEGR WITH MRETR_DEGR,RETR_STAG;

WITH MRETR_STAG,SALRY_DEG WITH MSALRY_DEG

REPLACE SALRY_ST WITH MSALRY_ST JOBSALD WITH MJOB_SALD;

JOBSALS WITH MJOB_SALS USTDERECE WITH MUSTDERECE;

```

        STARTDATE WITH MSTARTDATE, ENDDATE WITH MENDDATE;
        ENDREASON WITH MENDREASON
    RELEASE ALL LIKE M*
    ENDIF
ELSE
    more=.f.
ENDIF
ENDDO
RELEASE more
RETURN    ;

```

```

*JOB.ED   Data Update Program
STORE PERS_NO TO MPERS_NO
STORE FIRSTNAME TO MFIRSTNAME
STORE LASTNAME TO MLASTNAME
STORE JOB_TITLE TO MJOB_TITLE
STORE APP_DATE TO MAPP_DATE
STORE STAF_TITL TO MSTAF_TITL
STORE STAF_DEGR TO MSTAF_DEGR
STORE RETR_DEGR TO MRETR_DEGR
STORE RETR_STAG TO MRETR_STAG
STORE SALRY_DEG TO MSALRY_DEG
STORE SALRY_ST TO MSALRY_ST
STORE JOBSALD TO MJOBSALD
STORE JOBSALS TO MJOBSALS
STORE USTDERECE TO MUSTDERECE
STORE STARTDATE TO MSTARTDATE
STORE ENDDATE TO MENDDATE
STORE ENDREASON TO MENDREASON
anymore=.t.
DO WHILE anymore
    CLEAR
    DO JOB.ID
    @19,20 SAY "Make your changes"
    @20,20 SAY "When finished press ENTER"
    READ
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    answer=" "
    @19,0 CLEAR TO 20,78
    @19,20 SAY "Any more changes(Y/N)?"
    @19,43 GET answer
    SET CONFIRM OFF
    READ
    IF UPPER(answer)="N"
        REPLACE PERS_NO WITH MPERS_NO, FIRSTNAME WITH MFIRSTNAME;
            LASTNAME WITH MLASTNAME, JOB_TITLE WITH MJOB_TITLE;
            APP_DATE WITH MAPP_DATE STAF_TITL WITH MSTAF_TITL
        REPLACE STAF_DEGR WITH MSTAF_DEGR, RETR_DEGR WITH MRETR_DEGR;
            RETR_STAG WITH MRETR_STAG, SALRY_DEG WITH MSALRY_DEG, SALRY_ST;
            WITH MSALRY_ST
        REPLACE JOBSALD WITH MJOBSALD, JOBSALS WITH MJOBSALS;
            USTDERECE WITH MUSTDERECE STARTDATE WITH MSTARTDATE, ENDDATE;
            WITH MENDDATE ENDREASON WITH MENDREASON
        anymore=.f.
    ENDIF
ENDDO
RELEASE anymore, answer
RELEASE ALL LIKE M*
RETURN

```

```

*JOB.MAI -Job.Dbf File Maintenance Program
USE JOB.DBF
INDEX ON PERS_NO+DTOC(STARTDATE) TO JOBINDEX
GO TOP
orange=.t.
DO WHILE orange
  CLEAR
  DO JOB.OUT
  @3,26 SAY ">>Job File Maintenance<<"
  @5,55 SAY "Today's Date:"
  @5,69 SAY DATE()
  @17,55 SAY "Record No:"
  @17,66 SAY RECNO()
  menu=" "
  @18,10 SAY "<A>dd Record      <P>revious Record <N>ext Record"
  @19,10 SAY "<S>earch Record <M>enu Next      <R>eturn Prev. Menu"
  @21,20 SAY "Your Selection-->"
  @21,37 GET menu
  SET CONFIRM OFF
  READ
  menu=UPPER(menu)
  DO CASE
    CASE menu="A"
      DO JOB.ADD
      REINDEX
    CASE menu="P"
      IF .NOT.BOF()
        SKIP-1
      ENDIF
    CASE menu="N"
      IF .NOT.EOF()
        SKIP
      ENDIF
    CASE menu="S"
      CLEAR
      MPERS_NO=SPACE(12)
      @5,10 SAY "Enter the Personnel Number"
      @7,10 SAY "Then Press Enter"
      @10,35 SAY "Institution Register Number"
      @10,47 GET MPERS_NO
      SET CONFIRM OFF
      READ
      SET EXACT ON
      STORE MPERS_NO TO key
      FIND &key
      SET EXACT OFF
      IF EOF()
        @12,10 SAY "Matching Record Not Found"
        @20,10 SAY "Press Any Key To Continue"
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
      ENDIF
      RELEASE MPERS_NO,key
    CASE menu="M"
      cherry=.t.
      DO WHILE cherry
        @18,0 CLEAR TO 21,78
        banana=" "
        @18,10 SAY "<D>elete Record <M>odify Record"

```



```

@19,10 SAY "<P>Print Record <R>Return Previous"
@21,20 SAY "Your Selection-->"
@21,37 GET banana
SET CONFIRM OFF
READ
banana=UPPER(banana)
DO CASE
  CASE banana="D"
    @18,0 CLEAR TO 21,78
    IF DELETED()
      cmd=" "
@18,10 SAY "This Record Is Already Marked For Deletion"
@19,10 SAY "Want To Permanently Delete(Y/N)?"
      @19,43 GET cmd
      SET CONFIRM OFF
      READ
      IF UPPER(cmd)="Y"
        PACK
        GO TOP
      ENDIF
    ELSE
      answer="N"
@18,10 SAY "Press Y To Delete Record"
@19,10 SAY "Press Any Other Key To Continue"
      @18,35 GET answer
      SET CONFIRM OFF
      READ
      IF UPPER(answer)="Y"
        DELETE
      ENDIF
    ENDIF
  CASE banana="M"
    CLEAR
    DO JOB.ED
    @19,0 CLEAR
  CASE banana="P"
    lemon=" "
    @18,0 CLEAR TO 21,78
@18,10 SAY "Set Up Printer.Then Press P To Print"
@19,10 SAY "Any Other Key Cancels Output Request" GET lemon
    SET CONFIRM OFF
    READ
    IF UPPER(lemon)="P"
      SET DEVI TO PRINT
      DO JOB.OUT
      SET DEVI TO SCREEN
    ENDIF
  CASE banana="R"
    cherry=.f.
ENDCASE
ENDDO
CASE menu="R"
  orange=.f.
ENDCASE
IF EOF()
  GO TOP
ENDIF
ENDDO
RELEASE orange,menu,cherry,banana,cmd,answer,lemon
CLOSE DATABASE
RETURN

```

```

. list stru
Structure for database: C:\abroad.dbf
Number of data records:      10
Date of last update   : 09/05/90

```

Field	Field Name	Type	Width	Dec
1	FIRSTNAME	Character	12	
2	LASTNAME	Character	12	
3	BEGPERIOD	Date	8	
4	ENDPERIOD	Date	8	
5	COUNTRY	Character	11	
6	CITY	Character	12	
7	SUBJECT	Character	19	
8	PERMITTYP	Character	24	
** Total **			107	

```

*ABROAD.OUT  output form
@2,0 TO 16,79 DOUBLE
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name" : "
@7,28 SAY FIRSTNAME
@8,2 SAY "Last Name" : "
@8,28 SAY LASTNAME
@9,2 SAY "Beginning Date of Period:"
@9,28 SAY BEGPERIOD
@10,2 SAY "Ending Date of Period" : "
@10,28 SAY ENDPERIOD
@11,2 SAY "Country" : "
@11,28 SAY COUNTRY
@12,2 SAY "City" : "
@12,28 SAY CITY
@13,2 SAY "Subject of The Charge" : "
@13,28 SAY SUBJECT
@14,2 SAY "Permit Type" : "
@14,28 SAY PERMITTYP
RETURN

```

```

*ABROAD.ID - Input/Output Screen
@2,0 TO 16,79 DOUBLE
@3,17 SAY "ACADEMIC PERSONNELS' FOREIGN CHARGE DATA FORM"
@4,1 TO 4,78 DOUBLE
@7,2 SAY "First Name           :"
@7,28 GET MFIRSTNAME
@8,2 SAY "Last Name            :"
@8,28 GET MLASTNAME
@9,2 SAY "Beginning Date of Period:"
@9,28 GET MBEGPERIOD
@10,2 SAY "Ending Date of Period  :"
@10,28 GET MENDPERIOD
@11,2 SAY "Country                 :"
@11,28 GET MOUNTRY
@12,2 SAY "City                   :"
@12,28 GET MCITY
@13,2 SAY "Subject Of The Charge   :"
@13,28 GET MSUBJECT
@14,2 SAY "Permit Type              :"
@14,28 GET MPERMITTYP
RETURN

```

```

*ABROAD.FAU -default values program
PUBLIC MFIRSTNAME,MLASTNAME,MBEGPERIOD,MENDPERIOD;
    MOUNTRY,MCITY,MSUBJECT,MPERMITTYP
MFIRSTNAME=SPACE(12)
MLASTNAME=SPACE(12)
MBEGPERIOD=SPACE(8)
MENDPERIOD=SPACE(8)
MOUNTRY=SPACE(11)
MCITY=SPACE(12)
MSUBJECT=SPACE(19)
MPERMITTYP=SPACE(24)
RETURN;

```

```

*ABROAD.ADD
more=.t.
DO WHILE more
    DO ABROAD.FAU
    CLEAR
    DO ABROAD.ID
    @18,20 SAY "Make as many entries as you want"
    @19,22 SAY "(Enter BLANKS to terminate)"
    @20,22 SAY "When finished press ENTER"
    READ
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    IF LEN(MLASTNAME+MFIRSTNAME) = 0
        SET EXACT ON
        STORE TRIM(MLASTNAME+MFIRSTNAME) TO key
        FIND &key
        SET EXACT OFF
        IF FOUND()
            @18,0 CLEAR TO 20,78
            @18,20 SAY "This personnel is already on file"
            @20,23 SAY "Press any key to continue"

```

```

        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
    ELSE
        APPEND BLANK
        REPLACE FIRSTNAME WITH MFIRSTNAME;
        LASTNAME WITH MLASTNAME,BEGPERIOD WITH MBEGPERIOD;
        ENDPERIOD WITH MENDPERIOD,COUNTRY WITH MOUNTRY;
        CITY WITH MCITY,SUBJECT WITH MSUBJECT,PERMITTYP;
        WITH MPERMITTYP
        RELEASE ALL LIKE M*
    ENDIF
ELSE
    more=.f.
ENDIF
ENDDO
RELEASE more
RETURN

```

i

```

*ABROAD.ED - Data Update Program
STORE FIRSTNAME TO MFIRSTNAME
STORE LASTNAME TO MLASTNAME
STORE BEGPERIOD TO MBEGPERIOD
STORE ENDPERIOD TO MENDPERIOD
STORE COUNTRY TO MOUNTRY
STORE CITY TO MCITY
STORE SUBJECT TO MSUBJECT
STORE PERMITTYP TO MPERMITTYP
anymore=.t.
DO WHILE anymore
    CLEAR
    DO ABROAD.ID
    @19,20 SAY "Make your changes"
    @20,20 SAY "When finished press ENTER"
    READ
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    answer=" "
    @19,0 CLEAR TO 20,78
    @19,20 SAY "Any more changes(Y/N)?"
    @19,43 GET answer
    SET CONFIRM OFF
    READ
    IF UPPER(answer)="N"
        REPLACE FIRSTNAME WITH MFIRSTNAME;
        LASTNAME WITH MLASTNAME,BEGPERIOD WITH MBEGPERIOD;
        ENDPERIOD WITH MENDPERIOD,COUNTRY WITH MOUNTRY;
        CITY WITH MCITY,SUBJECT WITH MSUBJECT,PERMITTYP;
        WITH MPERMITTYP
        anymore=.f.
    ENDIF
ENDDO
RELEASE anymore,answer
RELEASE ALL LIKE M*
RETURN

```

```

*ABROAD.MAI -Abroad.Dbf File Maintenance Program
SET UNIQUE OFF
USE ABROAD
INDEX ON UPPER(TRIM(LASTNAME+FIRSTNAME))+OTOC(BEGPERIOD) TO ABRINDEX
GO TOP
orange=.t.
DO WHILE orange
  CLEAR
  DO ABROAD.OUT
  @3,26 SAY ">>Abroad File Maintenance<<"
  @5,55 SAY "Today's Date:"
  @5,69 SAY DATE()
  @15,55 SAY "Record No:"
  @15,66 SAY RECNO()
  menu=" "
  @18,10 SAY "<A>dd Record      <P>revious Record <N>ext Record"
  @19,10 SAY "<S>earch Record <M>enu Next      <R>eturn Prev. Menu"
  @21,20 SAY "Your Selection-->"
  @21,37 GET menu
  SET CONFIRM OFF
  READ
  menu=UPPER(menu)
  DO CASE
    CASE menu="A"
      DO ABROAD.ADD
      REINDEX
    CASE menu="P"
      IF .NOT.BOF()
        SKIP-1
      ENDIF
    CASE menu="N"
      IF .NOT.EOF()
        SKIP
      ENDIF
    CASE menu="S"
      CLEAR
      MFIRSTNAME=SPACE(12)
      MLASTNAME=SPACE(12)
      @5,10 SAY "Enter the Personnel Full Name"
      @7,10 SAY "Then Press Enter"
      @10,35 SAY "First Name:"
      @10,47 DET MFIRSTNAME
      @11,35 SAY "Last Name:"
      @11,47 GET MLASTNAME
      SET CONFIRM OFF
      READ
      SET EXACT ON
      STORE (TRIM(MLASTNAME+MFIRSTNAME)) TO key
      FIND &key
      SET EXACT OFF
      IF EOF()
        @19,10 SAY "Matching Record Not Found"
        @20,10 SAY "Press Any Key To Continue"
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
      ENDIF
      RELEASE MLASTNAME,MFIRSTNAME,key
    CASE menu="M"
      cherry=.t.
      DO WHILE cherry
        @18,0 CLEAR TO 21,78

```

```

        banana=" "
        @18,10 SAY "<D>elete Record <M>odify Record"
        @19,10 SAY "<P>rint Record <R>eturn Prev.Menu"
        @21,20 SAY "Your Selection-->"
        @21,37 GET banana
        SET CONFIRM OFF
        READ
        banana=UPPER(banana)
        DO CASE banana="D"
            @18,0 CLEAR TO 21,78
            IF DELETED( )
                cmd=" "
            @18,10 SAY "This Record Is Already Marked For Deletion"
            @19,10 SAY "Want To Permanently Delete(Y/N)?"
                @19,43 GET cmd
                SET CONFIRM OFF
                READ
                IF UPPER(cmd)="Y"
                    PACK
                    GO TOP
                ENDIF
            ELSE
                answer="N"
            @18,10 SAY "Press Y To Delete Record"
            @19,10 SAY "Press Any Other Key To Continue"
                @18,43 GET answer
                SET CONFIRM OFF
                READ
                IF UPPER(answer)="Y"
                    DELETE
                ENDIF
            ENDIF
        CASE banana="M"
            CLEAR
            DO ABROAD.ED
            @19,0 CLEAR
        CASE banana="P"
            lemon=" "
            @18,0 CLEAR TO 21,78
            @18,10 SAY "Set Up Printer. Then Press P To Print"
            @19,10 SAY "Any Other Key Cancels Output Request" GET lemon
            SET CONFIRM OFF
            READ
            IF UPPER(lemon)="P"
                SET DEVI TO PRINT
                DO ABROAD.OUT
                SET DEVI TO SCREEN
            ENDIF
        CASE banana="R"
            cherry=.f.
        ENDCASE
    ENDDO
    CASE menu="R"
        orange=.f.
    ENDCASE
    IF EOF( )
        GO TOP
    ENDIF
ENDDO
RELEASE orange,menu,key,cherry,banana,cmd,answer,lemon
CLOSE DATABASE
SET UNIQUE ON
RETURN

```

```

. list stru
Structure for database: C:\offday.dbf
Number of data records:      13
Date of last update   : 09/02/90
Field  Field Name  Type           Width  Dec
  1  LASTNAME     Character      12
  2  FIRSTNAME    Character      12
  3  TITLE        Character      18
  4  DEPT         Character      19
  5  ABS_TYPE     Character      12
  6  BEG          Date           8
  7  END          Date           8
** Total **                90

```

```

*OFFDAY.OUT _ Output Form
@2,0 TO 15,79 DOUBLE
@4,1 TO 4,78 DOUBLE
@7,5 SAY "First Name      :"
@7,26 SAY FIRSTNAME
@8,5 SAY "Last Name       :"
@8,26 SAY LASTNAME
@9,5 SAY "Title           :"
@9,26 SAY TITLE
@10,5 SAY "Department      :"
@10,26 SAY DEPT
@11,5 SAY "Absenteeism Type  :"
@11,26 SAY ABS_TYPE
@12,5 SAY "Beginning of Leave:"
@12,26 SAY BEG
@13,5 SAY "End of Leave       :"
@13,26 SAY END
RETURN

```

```

*OFFDAY.ID   Input / Output Screen
@2,0 TO 15,79 DOUBLE
@3,21 SAY "PERSONNEL VACATIONS / OFF DAYS DATA FORM"
@4,1 TO 4,78 DOUBLE
@7,5 SAY "First Name:"      :
@7,22 GET MFIRSTNAME
@8,5 SAY "Last Name       :"
@8,22 GET MLASTNAME
@9,5 SAY "Title           :"
@9,22 GET MTITLE
@10,5 SAY "Department      :"
@10,22 GET MDEPT
@11,5 SAY "Absenteeism Type  :"

```

```

@11,22 GET MABS_TYPE
@12,5 SAY "Beginning of Leave:"
@12,22 GET MBEG
@13,5 SAY "End Of Leave      :"
@13,22 GET MEND
RETURN

```

```

*OFFDAY.FAU _default values program
PUBLIC MLASTNAME,MFIRSTNAME,MTITLE,MDEPT
PUBLIC MABS_TYPE,MBEG,MEND
MLASTNAME=SPACE(12)
MFIRSTNAME=SPACE(12)
MTITLE=SPACE(10)
MDEPT=SPACE(22)
MABS_TYPE=SPACE(18)
MBEG=SPACE(8)
MEND=SPACE(8)
RETURN

```

```

*OFFDAY.ADD -Add Program
more=.t.
DO WHILE more
  DO OFFDAY.FAU
  CLEAR
  DO OFFDAY.IO
  @18,20 SAY "Make as many entries as you want"
  @19,22 SAY "(Enter BLANKS to terminate)"
  @20,22 "When finished press ENTER"
  READ
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  IF LEN(TRIM(MLASTNAME+MFIRSTNAME)) = 0
    SET EXACT ON
    STORE TRIM(MLASTNAME +MFIRSTNAME) TO key
    FIND &key
    SET EXACT OFF
    IF FOUND()
      @18,0 CLEAR TO 20,78
      @18,20 SAY "This personnel is already on file"
      @20,23 SAY "Press any key to continue"
      SET CONSOLE OFF
      WAIT
      SET CONSOLE ON
    ELSE
      APPEND BLANK
      REPLACE FIRSTNAME WITH MFIRSTNAME;
        LASTNAME WITH MLASTNAME,TITLE WITH MTITLE,DEPT WITH;
        MDEPT,ABS_TYPE WITH MABS_TYPE,BEG WITH MBEG,END WITH;
        MEND
      RELEASE ALL LIKE M*
    ENDIF EOF
  ELSE
    more=.f.
  ENDIF
ENDDO
RELEASE more
RETURN

```



```

*OFFDAY.ED -Data Update Program
STORE FIRSTNAME TO MFIRSTNAME
STORE LASTNAME TO MLASTNAME
STORE TITLE TO MTITLE
STORE DEPT TO MDEPT
STORE ABS_TYPE TO MABS_TYPE
STORE BEG TO MBEG
STORE END TO MEND
anymore=.t.
DO WHILE anymore
  CLEAR
  DO OFFDAY.ID
  @19,20 SAY "Make your changes"
  @20,20 SAY "When finished press ENTER"
  READ
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  answer=" "
  @19,0 CLEAR TO 20,78
  @19,20 SAY "Any more changes(Y/N)?"
  @19,43 GET answer
  SET CONFIRM OFF
  READ
  IF UPPER(answer)="N"
    REPLACE LASTNAME WITH MLASTNAME,FIRSTNAME WITH;
    MFIRSTNAME,TITLE WITH MTITLE;
    DEPT WITH MDEPT,ABS_TYPE WITH MABS_TYPE,BEG WITH;
    MBEG,END WITH MEND
    anymore=.f.
  ENDIF
ENDDO
RELEASE anymore,answer
RELEASE ALL LIKE M*
RETURN

```

```

*OFFDAY.MAI -Offday.Dbf File Maintenance Program
USE OFFDAY.DBF
INDEX ON UPPER(TRIM(LASTNAME+FIRSTNAME))+DTC(BEG) TO OFFINDEX
GO TOP
orange=.t.
DO WHILE orange
  CLEAR
  DO OFFDAY.GUT
  @3,26 SAY ">>Offday File Maintenance<<"
  @5,55 SAY "Today's Date:"
  @5,69 SAY DATE()
  @14,55 SAY "Record No:"
  @14,69 SAY RECNO()
  menu=" "
  @18,10 SAY "<A>dd Record <P>revious Record <N>ext Record"
  @19,10 SAY "<S>earch Record <M>enu Next <R>eturn Prev Menu"
  @21,20 SAY "Your Selection-->"
  @21,37 GET menu
  SET CONFIRM OFF
  READ
  menu=UPPER(menu)

```

```

DO CASE
CASE menu="A"
DO OFFDAY.ADD
REINDEX
CASE menu="P"
IF .NOT.BOF()
SKIP-1
ENDIF
CASE menu="N"
IF .NOT.EOF()
SKIP
ENDIF
CASE menu="S"
CLEAR
MFIRSTNAME=SPACE(12)
MLASTNAME=SPACE(12)
@5,10 SAY "Enter the Personnel Full Name"
@7,10 SAY "Enter Blanks to Terminate Search"
@10,35 SAY "First Name:"
@10,47 GET MFIRSTNAME
@11,35 SAY "Last Name:"
@11,47 GET MLASTNAME
SET CONFIRM OFF
READ
SET EXACT ON
STORE UPPER(TRIM(MLASTNAME+MFIRSTNAME)) TO key
FIND &key
SET EXACT OFF
IF EOF()
@19,10 SAY "Matching Record Not Found"
@20,10 SAY "Press Any Key To Continue"
SET CONSOLE OFF
WAIT
SET CONSOLE ON
ENDIF
RELEASE MLASTNAME,MFIRSTNAME,key
CASE menu="M"
cherry=.t.
DO WHILE cherry
@18,0 CLEAR TO 21,78
banana=" "
@18,10 SAY "<D>elete Record <M>odify Record"
@19,10 SAY "<P>rint Record <R>eturn Prev. Menu"
@21,20 SAY "Your Selection-->"
@21,37 GET banana
SET CONFIRM OFF
READ
banana=UPPER(banana)
DO CASE
CASE banana="D"
@18,0 CLEAR TO 21,78
IF DELETED()
cmd=" "
@18,10 SAY "This Record is Already Marked For Deletion"
@19,10 SAY "Want to Permanently Delete(Y/N)?"
@19,43 GET cmd
SET CONFIRM OFF
READ
IF UPPER(cmd)="Y"
PACK
GO TOP
ENDIF
ELSE
answer="N"
@18,10 SAY "Press Y To Delete Record"
@19,10 SAY "Press Any Other Key To Continue"

```

```

                                @18,35 GET answer
                                SET CONFIRM OFF
                                READ
                                IF UPPER(answer)="Y"
                                    DELETE
                                ENDIF
                                ENDIF
                                CASE banana="M"
                                    CLEAR
                                    DO OFFDAY.ED
                                    @19,0 CLEAR
                                CASE banana="P"
                                    lemon=" "
                                    @18,0 CLEAR TO 21,78
                                @18,10 SAY "Set Up Printer.Then Press P To Print"
                                @19,10 SAY "Any Other Key Cancels Output Request" GET lemon
                                    SET CONFIRM OFF
                                    READ
                                    IF UPPER(lemon)="P"
                                        SET DEVI TO PRINT
                                        DO OFFDAY.OUT
                                        SET DEVI TO SCREEN
                                    CASE banana="R"
                                        cherry=.f.
                                ENDCASE
                                ENDDO
                                CASE menu="R"
                                    orange=.f.
                                ENDCASE
                                IF EOF()
                                    GO TOP
                                ENDIF
                                ENDDO
                                RELEASE orange,menu,cherry,banana,cmd,answer,lemon
                                CLOSE DATABASE
                                RETURN

```

```

*SYSTEMENU.PRG
SET BELL OFF
SET SAFETY OFF
SET UNIQUE ON
SET TALK OFF
SET ESCAPE OFF
Finish=.t.
DO WHILE Finish
  CLEAR
  @2,35 SAY "PSF"
  @3,19 SAY ">>HUMAN RESOURCES MANAGEMENT SYSTEM<<"
  @8,20 SAY "1. Academic Personnel Management System"
  @9,20 SAY "2. Official Personnel Management System"
  @10,20 SAY "3. Workers Management System"
  @11,20 SAY "0. Exit the System"
  choice=" "
  @16,10 SAY "Enter Your Choice -->"
  @16,31 GET choice PICTURE "9"
  READ
  DO WHILE .NOT. choice $ "1230"
    @16,32 SAY "<--Invalid Choice.Please Re-enter."
    @16,31 GET choice
    READ
  ENDDO
  @16,32
  DO CASE
    CASE choice="1"
      DO ACADEMIC.PRG
    CASE choice="2"
      DO OFFICIAL.PRG
    CASE choice="3"
      DO WORKER.PRG
    CASE choice="0"
      finish=.f.
  ENDCASE
ENDDO
SET TALK ON
SET BELL ON
SET SAFETY ON
SET ESCAPE ON
SET UNIQUE OFF
CLEAR
RETURN

```

```

*.ACADEMIC.PRG
slot=.t.
DO WHILE slot
  CLEAR
  @3,19 SAY ">>Academic Personnel Management System<<"
  @8,26 SAY "1. Files Maintenance"
  @9,26 SAY "2. Promotion"
  @10,26 SAY "3. Retirement/Termination"
  @11,26 SAY "4. Print Reports"
  @12,26 SAY "0. Return to Previous Menu"
  answer=" "
  @17,10 SAY "Enter Your Choice -->"
  @17,31 GET answer PICTURE "9"
  READ
  DO WHILE .NOT. answer $ "12340"

```

```

        @17,32 SAY "      Invalid Choice.Please Re-enter"
        @17,31 GET answer
        READ
    ENDDO
    @17,32
    DO CASE
        CASE answer="1"
            DO A_FILES.PRG
        CASE answer="2"
            DO PROMDT.PRG
        CASE answer="3"
            DO LEAVE.PRG
        CASE answer="4"
            DO A_REPORT.PRG
        CASE answer="0"
            slot=.f.
    ENDCASE
ENDDO
RETURN

```

```

*OFFICIAL.PRG
official=.t.
DO WHILE official
    CLEAR
    @3,19 SAY ">>Official Personnel Management System"
    @8,22 SAY "1. Files Maintenance"
    @9,22 SAY "2. Promotion"
    @10,22 SAY "3. Retirement/Termination"
    @11,22 SAY "4. Print Reports"
    @12,22 SAY "5. Transferring"
    @12,22 SAY "0. Return to Previous Menu"
    menu_ans=" "
    @18,10 SAY "Enter Your Choice -->"
    @18,31 GET menu_ans PICTURE "9"
    READ
    DO WHILE .NOT. menu_ans $ "123450"
        @18,32 SAY "<--Invalid Choice.Please Re-enter"
        @18,31 GET menu_ans
        READ
    ENDDO
    @18,32
    DO CASE
        CASE menu_ans="1"
            DO O_FILES.PRG
        CASE menu_ans="2"
            DO PROMDT.PRG
        CASE menu_ans="3"
            DO LEAVE.PRG
        CASE menu_ans="4"
            DO O_REPORT.PRG
        CASE menu_ans="5"
            DO TRANSFER.PRG
        CASE menu_ans="0"
            official=.f.
    ENDCASE
ENDDO
RETURN

```

```

*WORKER.PRG
worker=.t.
DO WHILE worker
  CLEAR
  @3,25 SAY ">> Workers Management System<<"
  @8,27 SAY "1. Files Maintenance"
  @9,27 SAY "2. Promotion"
  @10,27 SAY "3. Retirement/Termination"
  @11,27 SAY "4. Print Reports"
  @12,27 SAY "0. Return to Previous Menu"
  ans=""
  @17,10 SAY "Enter Your Choice -->"
  @17,31 GET ans PICTURE "9"
  READ
  DO WHILE .NOT. ans $ "12340"
    @17,32 SAY "<--Invalid Choice Please Re-enter"
    @17,31 GET ans
    READ
  ENDDO
  @17,32
  DO CASE
    CASE ans="1"
      DO W_FILES.PRG
    CASE ans="2"
      DO PROMOT.PRG
    CASE ans="3"
      DO LEAVE.PRG
    CASE ans="4"
      DO W_REPORT.PRG
    CASE ans="0"
      worker=.f.
  ENDCASE
ENDDO
RETURN

```

```

*A_REPORT.PRG
option=.t.
DO WHILE option
  CLEAR
  @3,19 SAY ">>Reports Related to Academic Personnel<<"
  @8,26 SAY "1. Work Histories Report"
  @9,26 SAY "2. Publications Report"
  @10,26 SAY "3. Foreign Country Changes"
  @11,26 SAY "4. List of Terminated/R"
  @11,48 SAY "etired/Transferred Personnel"
  @12,26 SAY "5. Headcount Report"
  @13,26 SAY "6. Applicants Mailing List"
  @14,26 SAY "7. Outworks"
  @15,26 SAY "0. Return to Precious Menu"
  report=""
  @20,10 SAY "Enter Your Choice -->"
  @20,31 GET report PICTURE "9"
  READ
  DO WHILE .NOT. report $ "12345670"
    @20,32 SAY "<--Invalid Choice.Please Re-enter"
    @20,31 GET report
    READ
  ENDDO
  @20,32

```

```

DO CASE
  CASE report="1"
    JOB_HIS.REP
  CASE report="2"
    PUBLISH.REP
  CASE report="3"
    ABROAD.REP
  CASE report="4"
    LEAVE.REP
  CASE report="5"
    FACULTY.REP
  CASE report="6"
    MAIL.REP
  CASE report="7"
    OUTWORK.REP
  CASE report="0"
    option=.f
ENDCASE
ENDDO
RETURN

```

```

*O_REPORT.PRG
say=.t.
DO WHILE say
  CLEAR
  @3,19 SAY ">>Reports Related to Official Personnel<<"
  @8,26 SAY "1. Work Histories Report"
  @9,26 SAY "2. Staff Table"
  @10,26 SAY "3. Vacation/Offday Situation"
  @11,26 SAY "4. List of Terminated/Retired/Transferred Personnel"
  @12,26 SAY "0. Return to Previous Menu"
  document=" "
  @17,10 SAY "Enter Your Choice-->"
  @17,31 GET document PICTURE "9"
  READ
  DO WHILE .NOT. document $ "12340"
    @17,32 SAY "<--Invalid Choice. Please Re-enter"
    @17,31 GET document
    READ
  ENDDO
  @17,32
  DO CASE
    CASE document="1"
      JOB_HIS.REP
    CASE document="2"
      DO STAFF.REP
    CASE document="3"
      DO OFFDAY.REP
    CASE document="4"
      DO LEAVE.REP
    CASE document="0"
      say=.f.
  ENDCASE
ENDDO
RETURN

```

```

*W_REPORT.PRG
wrk=.t.
DO WHILE wrk
  CLEAR
  @3,20 SAY ">>Reports Related To Workers<<"
  @8,15 SAY "1. Work Histories Report"
  @9,15 SAY "2. List of Termonated/Retired/Transferred Personnel"
  @10,15 SAY "0. Return To Previous Menu"
  rprt=" "
  @15,10 SAY "Enter Your Choice -->"
  @15,31 GET rprt PICTURE "9"
  READ
  DO WHILE .NOT. rprt $ "120"
    @15,32 SAY "<--Invalid Choice. Please Re_enter"
    @15,31 GET rprt
    READ
  ENDDO
  @15,32
  DO CASE
    CASE rprt="1"
      DO JOB_HIS.REP
    CASE rprt="2"
      DO LEAVE.REP
    CASE rprt="0"
      wrk=.f.
  ENDCASE
ENDDO
RETURN

```

```

*A_FILES.PRG
command=.t.
DO WHILE command
  CLEAR
  @3,18 SAY ">>Academic Personnel's Files Maintenance<<"
  @8,21 SAY "1. Identity Records"
  @9,21 SAY "2. Job Records"
  @10,21 SAY "3. Master Personnel Records"
  @11,21 SAY "4. Applicants' Records"
  @12,21 SAY "5. Publication Records"
  @13,21 SAY "6. Education Records"
  @14,21 SAY "7. Faculty Organization Records"
  @15,21 SAY "8. Outworks Records"
  @16,21 SAY "9. Foreign Country Duties"
  @17,21 SAY "0. Return to Previous Menu"
  response=" "
  @21,10 SAY "Enter Your Choice-->"
  @21,31 GET response PICTURE "9"
  READ
  DO WHILE .NOT. response $ "1234567890"
    @21,32 SAY "<--Invalid Choice.Please Re-enter"
    @21,31 GET response
    READ
  ENDDO
  @21,32
  DO CASE
    CASE response="1"
      DO IDENTITY.MAI
    CASE response="2"
      DO JOB.MAI

```



```

        CASE response="3"
            DO PERSONNE.MAI
        CASE response="4"
            DO APPLY.MAI
        CASE response="5"
            DO PUBLISH.MAI
        CASE response="6"
            DO EDUCATIO.MAI
        CASE response="7"
            DO FACULTY.MAI
        CASE response="8"
            DO OUTWORKS.MAI
        CASE response="9"
            DO ABROAD.MAI
        CASE response="0"
            command=.f.
    ENDCASE
ENDDO
RETURN

```

```

*O_FILES.PRG
comm=.t.
DO WHILE comm
    CLEAR
    @3,17 SAY ">>Official Personnel's Files Maintenance<<"
    @8,21 SAY "1. Identity Records"
    @9,21 SAY "2. Job Records"
    @10,21 SAY "3. Master Personnel Records"
    @11,21 SAY "4. Vacation/Offday Records"
    @12,21 SAY "5. Staff Table"
    @13,21 SAY "0. Return to Previous Menu"
    resp=" "
    @18,10 SAY "Enter Your Choice-->"
    @18,31 GET resp PICTURE "9"
    READ
    DO WHILE .NOT. resp $ "123450"
        @18,32 SAY "<--Invalid Choice.Please Re-enter"
        @18,31 GET resp
        READ
    ENDDO
    @19,32
    DO CASE
        CASE resp="1"
            DO IDENTITY.MAI
        CASE resp="2"
            DO JOB.MAI
        CASE resp="3"
            DO PERSONNE.MAI
        CASE resp="4"
            DO OFFDAY.MAI
        CASE resp="5"
            DO STAFF.MAI
        CASE resp="0"
            comm=.f.
    ENDCASE
ENDDO
RETURN

```

```

*W_FILES.PRG
file=.t.
DO WHILE file
  CLEAR
  @3,25 SAY ">>Workers' Files Maintenance<<"
  @8,26 SAY "1. Identity Records"
  @9,26 SAY "2. Job Records"
  @10,26 SAY "3. Master Personnel Records"
  @11,26 SAY "0. Return to Previous Menu"
  esps=" "
  @16,10 SAY "Enter Your Choice -->"
  @16,31 GET esps PICTURE "9"
  READ
  DO WHILE .NOT. esps $ "1230"
    @16,32 SAY "<--Invalid Choice.Please Re-enter"
    @16,31 GET esps
    READ
  ENDDO
  @16,32
  DO CASE
    CASE esps="1"
      DO IDENTITY.MAI
    CASE esps="2"
      DO JOB.MAI
    CASE esps="3"
      DO PERSONNE.MAI
    CASE esps="0"
      file=.f.
  ENDCASE
ENDDO
RETURN

```

```

*STAFF.RPT-"Vacant position report" generation
USE STAFF
INDEX ON LASTNAME+FIRSTNAME TO STAINDEX
REPORT FORM STAFF.REP TO PRINT
CLOSE DATABASE
RETURN

```

```

*FACULTY.RPT-Program for academic personnel listing
USE FACULTY
INDEX ON DEPT-SCIENCE_B+LASTNAME+FIRSTNAME TO FACINDEX
REPORT FORM FACULTY.REP TO PRINT
CLOSE DATABASE
RETURN

```

```

*OUTWORKS.RPT-Program for outworks of academic personnel report
USE OUTWORKS
INDEX ON LASTNAME+FIRSTNAME TO OUTINDEX
REPORT FORM OUTWORKS.REP TO PRINT
CLOSE DATABASE
RETURN

```

```

*OFFDAY.RPT-Program for "vacation/off day report" generation
USE OFFDAY
GET TALK OFF
INDEX ON LASTNAME+FIRSTNAME TO OFFINDEX
FIRST=SPACE(12)
LAST=SPACE(12)
CLEAR
@10,20 SAY "First Name:"
@10,32 GET FIRST
@11,20 SAY "Last Name:"
@11,32 GET LAST
@12,20 SAY "Year:"
@12,26 GET YEAR
READ
CLEAR
GET DEVI TO PRINT
@2,2 SAY "First:"
@2,9 SAY FIRST
@2,25 SAY "Last Name:"
@2,33 SAY LAST
GET DEVI TO SCREEN
REPORT FORM OFFDAY.REP FOR (LASTNAME+FIRSTNAME=LAST+FIRST);
AND .VAL (DTOC((DATE(),0,21))-YEAR TO PRINT 3
CLOSE DATABASE
RELEASE LAST,FIRST
RETURN

```

```

PUBLISH.RPT-Program for "publications report," generation
USE PUBLISH
INDEX ON LASTNAME+FIRSTNAME TO PUBINDEX
FIRST=SPACE(12)
LAST=SPACE(12)
@10,20 SAY "First Name:"
@10,32 GET FIRST
@11,20 SAY "Last Name:"
@11,32 GET LAST
READ
SET DEVI TO PRINT
@2,2 SAY "First:"
@2,9 SAY FIRST
@2,25 SAY "Last Name:"
@2,36 GET LAST
SET DEVI TO SCREEN
REPORT FORM PUBLISH.REP FOR (LASTNAME+FIRSTNAME=LAST+FIRST);
TO PRINT
CLOSE DATABASE
RELEASE LAST,FIRST
RETURN
ABROAD.RPT-Program for "Foreign Country Charges" report i
*generation
USE ABROAD
INDEX ON LASTNAME+FIRSTNAME TO ABRINDEX
FIRST=SPACE(12)
LAST=SPACE(12)
@10,20 SAY "First Name:"
@10,32 GET FIRST
@11,20 SAY "Last Name:"
@11,32 GET LAST
READ
SET DEVI TO PRINT
@2,2 SAY "First:"
@2,9 SAY FIRST
@2,25 SAY "Last Name:"
@2,36 SAY LAST
SET DEVI TO SCREEN
REPORT FORM ABROAD.REP FOR LASTNAME+FIRSTNAME=LAST+FIRST;
TO PRINT
CLOSE DATABASE
RELEASE LAST,FIRST
RETURN

```

```

PASSWORD PROGRAM
BE PASSWORD
TARE 0 TO X
apple=.t.
DO WHILE apple
  CLEAR
  PASS=SPACE(5)
  @5,5 SAY "Please Enter Your Password:"
  @5,33 SAY "PASSWORD:"
  @5,42 DEF PASS
  READ
  SET EXACT ON
  FIND &PASS
  SET EXACT OFF
  IF EOF()
    @6,31 SAY "Invalid Password. Please Re-Enter"
    STORE X+1 TO X
    IF X=5
      CLEAR
      chery=.t
      DO WHILE chery
        @5,5 SAY "SECURITY VIOLATION"
      ENDDO
    ENDIF
  ELSE
    DO SESMENU
    apple=.f.
  ENDF
NDDO

```

APPENDIX E

>>Staff File Maintenance<<

Today's Date: 10/05/90
Staff Title : OFFICER
Number of Personnel at this Staff at Present: 3
Total Staff Number : 3
Vacant Staff : 0
Department : ACCOUNTING Record No:

<A>dd Record <P>revious Record <N>ext Record
<S>earch Record <M>enu Next <R>eturn Prev.Menu

Command Your Selection- || Rec: 11/14 || In || Cap:

Enter a dBASE III PLUS command.

>>Publications File Maintenance<<	
	Today's Date: 10/05/90
First Name	=HALIL
Last Name	=SONMEZ
Publication Type	=BOOK
Publication Name	= LINEAR PROGRAMMING
Publication Date	= 1986
Publication Place	= ANKARA, SBF PUBL.
	Record No: 1

<A>dd Record <P>revious Record <N>ext Record
 <S>earch Record <M>enu Next <R>eturn prev Menu

Command Your Selection-->
 || <C> || PUBLISH || Rec: 1/5 || Ins || Caps

Enter a dBASE III PLUS command.

>>Job File Maintenance<<

Today's Date: 10/05/90

Institution Register Number :	319112	Earned Salary(deg)	9
First Name :	ABDURRAHIM	Earned Salary(stage)	2
Last Name :	TATAR	Job Salary(deg.)	: 6
Job Title :	OFFICIAL	Job Salary(stage)	: 2
Appointment Date :	07/01/83	Gosterge Ustu	: 200
Staff Title :	OFFICIAL	Start Date	: 07/27/83
Staff Degree :	9	Termination Date	: 05/18/84
Retirement Earned(deg.) :	9	Termination Reason	: APPOINT
Retirement Earned(stage) :	2		

Record No: 1

<A>dd Record <P>revious Record <N>ext Record
<S>earch Record <M>enu Next <R>eturn Prev. Menu

Your Selection-->

Command

||<C>:||JOB

||Rec: 1/11

||Ins

||

Caps

Enter a dBASE III PLUS command.

```

                >>Outworks File Maintenance<<
-----
                Today's Date: 10/05/88
First Name      : SINAN
Last Name       : AKSEN
Job Location    : M.E.T.U.
Type of Charge  : INSTRUCTOR
Hours Per Week  : 6
Related Article Of Law: 2547/40
Starting Date   : 10/03/88
Ending Date     : 01/13/89
                Record No: 4
  
```

```

<A>dd Record      <P>revious Record  <N>ext Record
<S>earch Record  <M>enu Next          <R>eturn Prev.Menu
  
```

```

                Your Selection-->
Command          ||<C>||OUTWORKS                ||Rec: 4/11      ||
                Enter a dBASE III PLUS command.
  
```

>>Education File Maintenance<<			
First Name:	Last Name:	Today	Date:
TEKIN	ALAGUR		10 05 86
University Name	Field		Year
Undergraduate	PARIS UNIV.	LAW	1968
Graduate	PARIS UNIV.	LAW SCIENCES	1969
Doctorate	PARIS UNIV.		1971
Assoc.Proff.	ANKARA UNIV.		1975
Proff.	ANKARA UNIV.		1985
Education in Progress			
		Record No:	10

<A>dd Record <P>revious Record'<N>ext Record
 <S>earch Record <M>enu Next R>eturn Prev.Menu

Your Selection-->

Command

||<C:>||EDUCATIO

||Rec: 10/12

||

Enter a dBASE III PLUS command.

>>Abroad File Maintenance<<

Today's Date: 10/05/90

First Name YUKSEL
Last Name YALCIN
Beginning Date of Period: 05/10/90
Ending Date of Period : 05/13/90
Country : GREECE
City : ATHENE
Subject Of The Charge : SCIENTIFIC ASSEMBLY
Permit Type : EXPENSES PAID

Record No: 10

<A>dd Record <P>revious Record <N>ext Record
<S>earch Record <M>enu Next <R>eturn Prev. Menu

Your Selection-->

Command

||<C:>||ABRDAD

||Rec: 10/10

|| ||

Enter a dBASE III PLUS command.

>>Offday File Maintenance<<

Today/ Date: 10/05/90

First Name RAZIYE
Last Name : DEMIR
Title : SECRETARY
Department : DEAN'S OFFICE
Absenteeism Type : VACATION
Beginning of Leave : 06/02/90
End of Leave : 06/22/90

Record No:

2

<A>dd Record <P>revious Record <N>ext Record
<S>earch Record <M>enu Next <R>eturn Prev Menu

Your Selection-->

Command

||<C>:>||OFFDAY

||Rec: 2/13

||

||

Enter a dBASE III PLUS command.

>>Identity File Maintenance<<

Today's Date: 10/05/90

First Name	: ERCAN	Province	REFAHYE
Last Name	: BEYAZIT	District	
Father's Name	: SÜRÜ	Village	ARTIÖYÜ
Mother's Name	: SEVİM	ID Card Series and No.	A156788
Birthdate	: 10/13/58	ID Card Volume No.	047
Birthplace	: REFAHYE	ID Card Page No.	: 53
Marital Status	: SINGLE	ID Card Register Series No:	55
Sex	: M	Registry Office	: REFAHYE
		Record No:	

<A>dd Record <P>revious Record <N>ext Record
<S>earch Record <M>enu Next <R>eturn Prev Menu

Your Selection-->
Command ||<C:>||IDENTITY ||Rec: 11 || ||

Enter a dBASE III PLUS command.

>>Applicants' File Maintenance<<

Today Date: 19/05/88

First Name	:	SERDAR	Foreign Language	:	E
Last Name	:	AKIN	Sex	:	M
Department Applied	:	ECONOMY	Tel(home)	:	3429853
Main Science Branch	:	ECONOMETRICS	Tel(work)	:	402
University Graduated	:	ANKARA UNIV.SBF/ECONOMY	Birthdate	:	09/12/63
Address	:	BULTEN SOK.40/2 KUCUKESAT	Birthplace	:	KONJA
City	:		GPA	:	70.55
Language Exam Result	:	SUCCESSFUL	Application Date	:	02/05/88
Science Exam Result	:	FAIL	Application No	:	20
Interview Result	:		Record No:		3

<A>dd Record <P>revious Record <N>ext Record
<S>earch Record <M>enu Next <R>eturn Prev.Menu

Command Your Selection-->
 || <C>: > || APPLY || Rec: 3/10 || ||

Enter a dBASE III PLUS command.

>Personnel File Maintenance<

Today's Date: 10/05/90

Institution Register No:	: 318502	Spouse's Employment	: INSTRUCTOR
Ret./Social Sec. No	: 50687081	Dependent(number of)	: 2
Personnel Class	: WORKER	Military Service	: COMPLETED
Address	: ETIMESGUT 14 S 63	Educational Deg.(date)	: PRIMARY
Tel(home)	: 1217117	Educational Level	: PRIMARY
Tel(work)	: 253	Foreign Language	
Citizenship	: T.C.	Physical Limit	
Country	: TURKEY	Sec. Investigation	: Y
Marital Status	: MARRIED	Adm. Investigation	: N
Spouse's Name	: AYSEGUL		

Record No:

<A>dd Record <P>revious Record <N>ext Record
<S>earch Record <M>enu Next <R>eturn Prev. Menu

Your Selection-->

Command

||<C> ||PERSONNE

||Rec: 2/12

|| ||

Enter a dBASE III PLUS command

APPENDIX F

KULLANICI KILAVUZU

PSF HRIS dBASE III Plus programlarından oluşan bir yazılım paketidir. Bu sistemi IBM uyumlu PC-XT/AT bilgisayarlar da kullanabilirsiniz. Bu paketin özelliği dBASE komutlarını bilmeden menüler ve mesajlar ile kolay bir kullanım ortamı sağlamasıdır. Yine de kullanıcının sistemi kullanmaya başlamadan önce bu kılavuzu okuması tavsiye edilmektedir.

İlk bölümde, PSF HRIS'yi başlatmak için gerekli işlemler anlatılmıştır. İkinci bölümde, sistemin menüleri ve bu menülerdeki seçeneklerin yaptığı işlevler incelenmiştir. Üçüncü bölümde ise, sisteme bilgi ve komut girişlerinde uyulması gereken hususlar üzerinde durulmuştur.

I. PSF HRIS'yi BAŞLATIŞ:

PSF HRIS'nin hard diske sahip bir bilgisayarda işletileceğini ve sistemi oluşturan tüm kütüklerin hard diske kopyalandığını varsayarsak başlatış için gerekli işlemler sırası ile şöyledir:

1. DOS disketini A sürücüsüne (drive) yerleştirerek bilgisayarı çalışmaya hazır duruma getirin. Sizden, tarihi girmeniz istendiğinde, doğru şekilde girmeye özen gösteriniz, çünkü o günkü çalışmanızın sonucu printer raporlarında ve ekranda girdiğiniz tarih görünecektir.

2. DOS disketini çıkarıp dBASE III Plus "Sistem Disk 1" disketini sürücü A'ya yerleştirin ve

A> DBASE < (ENTER)

şeklinde girin. Bu işlemin arkasından, sizden Sistem Disk 2'

nin A sürücüsüne yerleştirilmesi ve ENTER tuşuna basılması istenecektir. PSF HRIS işletildiği sürece bu disketin sürücü A da bulunması gerekmektedir.

3. PSF HRIS'nin işletiminin başlaması için dBASE'in nokta prompt'undan

```
.DO SYSMENU < (ENTER)
```

girmelisiniz. Bu işlemin arkasından ekrana sistemin ilk menüsü gelecektir.

Yukarıdaki işlemleri PSF HRIS'nin her çalıştırılışında aynen tekrarlamamız gerekmektedir.

II. MENÜLER

PSF HRIS işleme başlatıldığında, Şekil 1'de görünen açılış menüsü ekrana gelir.

SIYASAL BİLGİLER FAKÜLTESİ

>> PERSONEL YÖNETİM SİSTEMİ <<

1. Akademik Personel Yönetim Sistemi
2. Memur Yönetim Sistemi
3. İşçi Yönetim Sistemi
0. Sistemden Çıkış

Tercihiniz ---> █

Şekil-1

Yapacağınız işlem hangi personel sınıfı ile ilgili ise ilgili seçeneğe karşılık gelen numarayı klavyeden girerek bir

sonraki alt menüyü gidebilirsiniz. Ayrıca bir alt menüden bir üst menüye "0" tuşuna basarak gidebilirsiniz. Ekranda görünen seçeneklerin dışında bir tuşa bastığınızda, " Yanlış Seçim. Lütfen Tekrar Giriniz --->" şeklinde bir mesaj göreceksiniz. Geçerli bir tuşa basarak çalışmanıza devam edebilirsiniz.

AKADEMİK PERSONEL YÖNETİM SİSTEMİ ALT MENÜLERİ

Şekil 2'de açılış menüsünden birinci seçenek istendiğinde ekrana gelecek menü gösterilmektedir.

>> Akademik Personel Yönetim Sistemi <<

1. Kutuklerin korunması
2. Terfiler
3. Emeklilik/İşten Ayrılma
4. Raporlar
0. Önceki Menüye Dönüş

Tercihiniz--->■

Şekil-2

Bu menüden şu işlemleri yapabilirsiniz:

1. Kutuklerin Korunması:

Akademik personele ait veri tabanı kutuklerine bilgi ekleme, düzeltme, silme, ekranda görüntülenen formların printer'dan çıktısını alma gibi işlemleri yapabilmenizi sağlar. Bunun için ekrana Şekil 3'te görünen yeni bir menü gelir.

>> Akademik Personel Kütük İşlemleri <<

1. Kimlik Bilgileri
2. Görev Bilgileri
3. Temel Personel Bilgileri
4. Başvurular
5. Akademik Yayınlar
6. Eğitim Durumları
7. Fakülte Kadrosu
8. Üniversite Dışı Görevler
9. Yurt Dışı Görevler
0. Önceki Menüye Dönüş

Tercihiniz--->

Şekil-3

Tercihinizi yaptığınızda, kütüğün ilk record'unun içerdiği tüm bilgiler ekranda görünecektir. Burada sadece "7" seçeneği istendiğinde karşılanacak ekranlar ve seçenekler anlatılacaktır. Diğer seçeneklerin işleyiş mantığı aynıdır. Şekil 4 yukarıdaki menüden yedinci seçenek tercih edildiğinde ekrana gelecek görüntüyü göstermektedir.

>> Fakülte KUTUK İşlemleri Ekranı <<

Adı: Yuksel

Soyadı: Yalçın

Akademik Unvanı: Profesör Doktor

Bölümü: İşletme

Ana Bilim Dalı: Muhasebe ve Finansman

<Y>eni Bilgi Ekleme <Ö>nceki Record <S>onraki Record

ilgi Arama <A>lt Menü <U>st Menüye Dönüş

Tercihiniz---> ■

Şekil-4

Tercihinizi menüdeki ilgili ilk harf tuşuna basarak yapabilirsiniz. Örneğin, yeni bir personel kaydı eklemek istediğinizde "Y" tuşuna basmanız gerekmektedir. Büyük ya da küçük karakter girebilirsiniz. Aşağıda kısaca bu menüden yapabileceğiniz tercihler anlatılmıştır.

<Y>eni Bilgi ekleme: İlgili veri tabanı kutuğuna yeni bir record eklemenizi sağlar. Bunun için bir önceki ekrana benzer, fakat Şekil 5'te olduğu gibi boş bir bilgi formu görüntülenir. Her bilgi için girebileceğiniz maksimum karakter sayısı ekranda ışıklı olarak belirtilmiştir. Gireceğiniz karakter dizisinden, belirtilen karakter sayısını aşan kısım kabul edilmeyecektir. Girdilerinizi büyük, küçük karakter ya da iki-

bir personel kaydı istendiğinde, "Bu isimde Bir Personel Kaydı Bulunamadı." şeklinde bir mesaj verilecektir. ENTER tuşuna basarak Şekil 4'deki ekrana dönebilirsiniz.

Personelin Adını ve Soyadını Giriniz

Bitirdiğinizde ENTER Tuşuna Basınız

Adı: ██████████

Soyadı: ██████████

Şekil-6

<U>st Menüye Dönüş: U tuşu sizi Şekil 3'deki menüye götürür.
<A>lt Menü: A tuşuna basıldığında ekranın üst kısmı aynı kalır, fakat alttaki menünün yerini aşağıdaki menü alır.

<R>ecord Silme ilgi Düzeltme

<P>rint <U>st Menüye Dönüş

Şekil-7

<R>ecord Silme: Ekranda o anda görünen personele ait record'u kutuktan siler. Eğer bu record önceden silinmek için mark edilmiş ise, "Kutuktan Silmek İstiyormusunuz (E/H)?" sorusuna cevap vermeniz istenir. E tuşuna basıldığında, bu record kutuktan silinir ve bu bilgilerle birdaha herhangi bir işlem yapılamaz.

ilgi Düzeltme: Ekranda görünen record'a ait bilgilerde herhangi bir değişiklik yapmak için kullanılır. Cursor kontrol tuşları ile istenilen karakterler silinip, değişik karakterler girilerek gereken düzeltmeleri yapınız. Bitirdiğinizde

ENTER tuşuna basınız. "Başka değişiklik var mı(E/H)?" sorusuna E tuşu ile yanıt verirseniz cursor tekrar bilgilerin üzerinde yer alır ve size tekrar düzeltme için olanak verir. H tuşu ekranın altında Şekil 7'deki menünün tekrar görünmesini sağlar.

<P>rint: Ekranın üst kısmında görünen kısmın (Şekil 4'deki gibi), yani recorda ait bilgilerin printer'dan çıktısını almanızı sağlar. Ekranın alt kısmındaki mesaja göre printer'ı hazır duruma getirip P tuşuna basmanız gerekmektedir. Print etmek istemiyorsanız herhangi bir tuşa basarak Şekil 7'deki menüye dönebilirsiniz.

2. Terfiler:

Fakültede görevli akademik personelin adı, soyadı, akademik ünvanı, kadro ünvanı, kadro derecesi ve görevi ile ilgili derece ya da kadro yükseltilmesinin en son hangi tarihte yapıldığını gösteren bir liste ekrana gelir. Bu listeye bakarak ilgili kanun ve yönetmeliklere göre derece ya da kadrosunun değişme zamanı gelen personeli belirleyebilirsiniz. Daha sonra Şekil 3'teki menüye giderek, buradan ikinci seçeneği seçip "Bilgi Arama " seçeneğini kullanarak ilgili personelin record'unun derece ve kadrolarında gereken düzeltmeleri yapabilirsiniz.

3. Emeklilik/İşten Ayrılma:

Emeklilik dilekçeleri kabul edilen ya da görevinden herhangi bir sebeple ayrılan akademik personelin sicil özeti-ne ait bilgileri, görev bilgilerinin saklandığı kütükten, fakülteden ayrılan personelin görev bilgilerinin saklandığı kütüğe aktarır. Böylece ilk kütüğün sadece bugünkü personelin

bilgilerinin saklandığı bir kütük olması sağlanır. Bu işlemin doğru bir şekilde yapılabilmesi için görev bilgileri kütüğünde görevden ayrılma nedeni kısmına "emeklilik" ya da "işten ayrılma" şeklinde girilmesi gerekmektedir.

4. Raporlar:

Şekil 2'deki menüden "4" tuşuna basıldığında ekrana akademik personel ile ilgili raporların başlıklarını içeren "Akademik Personel Raporları" başlıklı menü gelir. Printer'dan çıktısını istediğiniz rapora menüde karşılık gelen harf tuşuna basarak rapordan bir kopya elde edebilirsiniz. Tuşa basmadan önce printer'ı hazır duruma getirmelisiniz aksi halde, rapor çıktısını alamazsınız.

MEMUR YÖNETİM SİSTEMİ ALT MENÜLERİ

Şekil 9'da açılış menüsünden ikinci seçenek istendiğinde ekrana gelecek menü gösterilmektedir.

>> Memur Yönetim Sistemi <<

1. Kütüklerin korunması
2. Terfiler
3. Emeklilik/İşten Ayrılma
4. Raporlar
5. Transfer İşlemleri
0. Önceki Menüye Dönüş

Tercihiniz--->■

Şekil-9

Bu menüdeki ilk dört seçenek, akademik personel sisteminin Şekil 2'deki görünen ilk dört seçeneğinin aynısıdır. Bu defa akademik personel yerine idari personel ve yardımcı hizmetli sınıfı personeli ile ilgili işlemler yapılır. Bu nedenle burada ayrıca tek tek açıklanmayacaktır.

İŞÇİ YÖNETİM SİSTEMİ

Bu sistemin alt menülerindeki bütün seçenekler diğer iki yönetim sistemindeki seçeneklerin bir alt kümesidir. Yani işlemler aynı mantıki işleyişe sahiptir. Burada tekrar anlatılmasına gerek görülmemiştir.

III. GİRİŞ KONTROLÜ

Küçük işlemlerinde yeni bilgi ekleme ve bilgi düzeltme işlemlerinde her bilgi (field) harf, numerik, tarih seçeneklerinden biri ile tanımlanmıştır. Bu nedenle bir bilgi sisteminde hangi şekilde tanımlanmış ise, o bilgi için sisteme gireceğiniz giriş tanımlandığı biçime uygun olmalıdır. Örneğin, ad ve soyadı karakter dizisi şeklinde tanımlanmıştır bu bilgiler için yaptığınız girişlerde rakam kullandığınız durumda sistem bunu kabul etmeyecektir. Ayrıca bazı girişler için belirli sayıda seçenek olduğundan bu girişler için kısaltmalar kullanılmıştır. Örneğin, yabancı dil girişlerinde İngilizce için İ, Fransızca için F kullanılması gibi. Tarih girişlerinizi ay, gün, yıl (AA/GG/YY) şeklinde yapmanız istenmektedir. Ad girişlerini ilk önce ilk ismi daha sonra bir boşluk bırakarak ikinci ismin ilk harfi ve nokta şeklinde yapmalısınız. Veri tabanında ad, soyadı, kurum sicil no, e-

mekli sicil numaraları için yaptığınız girdilerde doğru girdi yapmanız diğer girdilerdekinden daha çok önem taşır, çünkü bu bilgiler veri tabanı kütükleri arasında bağlantı kurmaya ve istenen recordu bulmada anahtar olarak kullanılır.